

CITY OF WHITE HOUSE  
Agenda  
*Board of Mayor and Alderman Meeting*  
June 20, 2013  
7:00 p.m.

1. Call to Order by the Mayor
2. Prayer / Pledge
3. Roll Call
4. Adoption of the Agenda
5. Approval of Minutes of the May 16, 2013 meeting.
6. Welcome Visitors
7. Public Hearings
8. Communication from Mayor, Aldermen, and City Administrator
9. Acknowledge Reports
  - A. General Government
  - B. Police
  - C. Fire
  - D. Public Works
  - E. Wastewater
  - F. Planning and Codes
  - G. Parks
  - H. Library
  - I. Court Clerk
  - J. Monthly Financial Summary
10. Consideration of the Following Resolutions:
  - a. **Resolution 13-09:** A resolution approving certain amendments and revisions to the personnel manual.
  - b. **Resolution 13-10:** A resolution authorizing appropriations for financial aid of non-profit organizations.
11. Consideration of the Following Ordinances:
  - a. Ordinance 13-05: An ordinance amending the fiscal budget for the period ending June 30, 2013. *Second Reading.*
  - b. Ordinance 13-06: An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2013 through June 30, 2014. *Second Reading.*
12. Finance
  - a. To approve or reject removing 1,500 trash carts and 200 ninety-six gallon cans from the asset list. The Public Services Director recommends approval.
  - b. To approve or reject removing the South Palmers Lift Station (a 1994 Smith & Loveless Wet Pit/Dry Underground can lift station) from the asset list. The Public Services Director recommends approval.
  - c. To approve or reject John T. Hall Construction, Inc.'s bid of \$1,540,519.00 for the Hobbs/Dawn Court Sewer project. The Public Services Director recommends approval.

13. Other Business
  - a. Board Appointments
14. Discussion Items
  - a. None
15. Other Information
16. Adjournment

CITY OF WHITE HOUSE  
Minutes  
*Board of Mayor and Alderman Meeting*  
May 16, 2013  
7:00 p.m.

1. Call to Order by the Mayor

Meeting was called to order at 7:00 pm by Mayor Arnold.

2. Prayer / Pledge

Prayer and Pledge to the American Flag was led by Ald. Bibb.

3. Roll Call

Ald. Bibb - Present; Ald. Decker - Present; Ald. Hutson - Present; Ald. Paltzik - Present; Mayor Arnold - Present; **Quorum - Present**

4. Adoption of the Agenda

Motion was made by Ald. Decker, second by Ald. Hutson to adopt the agenda. A voice vote was called for with all members voting aye. **Motion passed.**

5. Approval of Minutes of the April 18, 2013 meeting.

Motion was made by Ald. Hutson, second by Ald. Paltzik to approve the minutes. A voice vote was called for with all members voting aye. **Motion passed.**

6. Welcome Visitors

Mayor Arnold welcomed all visitors.

7. Public Hearings

- a. **Ordinance 13-04** - An ordinance amending the Zoning Map for an 8.39 acre property relative to Robertson County Tax Map 95, Parcel 105 and 106, from R-20, Low Density Residential, to R-10, High Density Residential. *Second Reading.*

No one spoke for or against.

8. Communication from Mayor, Aldermen, and City Administrator

City Administrator Gerald Herman provided an update on the SR 76 Sidewalk project.

City Administrator Gerald Herman provided an update on the US 31W Active Transportation project.

City Administrator Gerald Herman announced that the flood damaged home at 123 Calista Road had been successfully demoed.

City Administrator Gerald Herman stated that the Hobbs/Gravity sewer project is out for bid and that the bid opening is scheduled for 1:30 pm on June 6<sup>th</sup> at City Hall.

City Administrator Gerald Herman announced that the Sage/McCurdy/31W traffic signal should be fully active within the next few weeks.

City Administrator Gerald Herman provided an update on the construction of the bathroom facility at the City Park.

City Administrator Gerald Herman announced that the drainage problem at the City Park has been repaired.

City Administrator Gerald Herman announced that the White House Stage Coach Inn Historical Marker will be delivered and installed soon.

City Administrator Gerald Herman invited everyone to the Memorial Day Service scheduled for 12:00 noon on May 27<sup>th</sup> at City Hall.

9. Acknowledge Reports

- |                       |                       |                              |
|-----------------------|-----------------------|------------------------------|
| A. General Government | E. Wastewater         | H. Library                   |
| B. Police             | F. Planning and Codes | I. Court Clerk               |
| C. Fire               | G. Parks              | J. Monthly Financial Summary |
| D. Public Works       |                       |                              |

Motion was made by Ald. Bibb, second by Ald. Decker to acknowledge reports and order them filed. A voice vote was called for with all members voting aye. **Motion passed.**

10. Consideration of the Following Resolutions:

- a. None

11. Consideration of the Following Ordinances:

- a. **Ordinance 13-04** - An ordinance amending the Zoning Map for an 8.39 acre property relative to Robertson County Tax Map 95, Parcel 105 and 106, from R-20, Low Density Residential, to R-10, High Density Residential. *Second Reading.*

Motion was made by Ald. Decker, second by Ald. Paltzik to approve. A roll call vote was requested by Mayor Arnold: Ald. Bibb - aye; Ald. Decker - aye; Ald. Hutson - aye; Ald. Paltzik - aye; Mayor Arnold - aye. Motion was approved. **Ordinance 13-04 was approved on Second Reading.**

- b. **Ordinance 13-05** - An ordinance amending the fiscal budget for the period ending June 30, 2013. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Motion passed.**

- c. **Ordinance 13-06** - An ordinance adopting the annual budget (and tax rate) for the fiscal year beginning July 1, 2013 through June 30, 2014. *First Reading.*

Motion was made by Ald. Decker, second by Ald. Bibb to approve. A voice vote was called for with all members voting aye. **Motion passed.**

12. Finance

- a. To approve or reject Jewell General Contracting and Roof Company's bid of \$14,008.79 for the roof replacement of Fire Station #1. The Fire Chief recommends approval.

Motion was made by Ald. Decker, second by Ald. Hutson to approve. A voice vote was called for with all members voting aye. Mayor Arnold abstained. **Motion passed.**

13. Other Business

- a. None

14. Discussion Items

- a. None

15. Other Information

- a. None

16. Adjournment

Meeting was adjourned at 7:080 pm.

ATTEST:

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Michael Arnold, Mayor

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Amanda Brewton, City Recorder

REPORTS....

**General Government Department  
May 2012**

**Administration**

City Administrator Gerald Herman attended the following meetings for Administration this month:

- May 1
  - Greater Nashville Executive Leadership Breakfast
  - Mayors' Caucus Luncheon
  - The Power of Ten Regional Summit
- May 2
  - Sumner County Joint Economic and Community Development Board Meeting
  - Board of Mayor and Aldermen Budget Study Session
- May 6
  - Regional Transportation Authority Operations Committee Meeting
  - Robertson County Grown Plan Steering Committee Meeting
  - Beer Board Meeting
- May 9
  - Library Board Meeting
- May 10
  - Civil War Trail Marker Dedication Ceremony
- May 13
  - Planning Commission Meeting
- May 14
  - DARE Graduation
  - HB Williams Career Day
  - Police Awards Ceremony
- May 15
  - Municipal Planning Organization Meeting
- May 16
  - Board of Mayor and Aldermen Meeting
- May 19 to May 22
  - ICSC RECON in Las Vegas
- May 23
  - Robertson County Existing Industry Breakfast
  - Middle Tennessee City Manager Meeting
- May 27
  - Memorial Day Celebration
- May 28
  - Safety Committee Meeting
  - Robertson County E911 Meeting

**Website Management**

	<b>Update Requests</b>	<b>Page Visits</b>		<b>Update Requests</b>	<b>Page Visits</b>
<b>July</b>	31	85,214	<b>January</b>	51	98,082
<b>August</b>	49	63,924	<b>February</b>	45	96,253
<b>September</b>	32	82,694	<b>March</b>	22	118,982
<b>October</b>	24	113,317	<b>April</b>	45	170,040
<b>November</b>	21	121,011	<b>May</b>	212	223,064
<b>December</b>	22	98,573	<b>June</b>		
			<b>FY 12-13</b>	<b>554</b>	<b>1,173,072</b>

General Government Department  
May 2012

Facebook Management

	New Likes	# of Posts		New Likes	# of Posts
July	19	5	January	9	3
August	13	3	February	15	2
September	14	4	March	10	2
October	17	4	April	7	3
November	18	10	May	6	3
December	17	6	June		
			FY 12 - 13	291	41

Twitter Management

	Total Followers	# of Tweets		Total Followers	# of Tweets
July	223	5	January	260	3
August	227	1	February	262	2
September	237	2	March	267	2
October	237	4	April	277	3
November	239	10	May	284	3
December	245	6	June		
			FY 12-13	N/A	41

Building Maintenance Projects

*Special Maintenance Projects*

- Built and installed laptop table for Board Room
- Installed handles on City Recorder's desk
- Installed stepping stones at City Hall
- Moved television bracket at Police Department
- Cleaned gazebo
- Built gavel block for Board Room
- Replaced lock at Library
- Replaced door at Senior Center

*General Maintenance*

- Testing
- Repaired school lights
- Repaired roof at City Park
- Changed filters at Police Department
- Replaced bulbs at Police Department
- Trimmed shrubs and trees at City Hall
- Cleaned windows at City Hall

**Finance Department  
May 2013**

**Finance Section**

During May an additional \$7,919 was collected in property taxes. This means that 97% of the tax base has been collected, leaving 3% delinquent. This leaves us 2% better off than we were last year and 4% better off than we were two years ago.

Finance Staff including the Finance Director, Accounting Specialist, Purchasing Coordinator, Utility Billing Specialist, and the Tax Clerk attended CPR training with an AED component at the Fire Station #2 during May. Special thanks to Captain Holman and Chief Palmer for patiently working with us to schedule this training at a time that was convenient to us.

The Finance Director committed most of the month of May to budget activity, with preparation for the budget study session on May 2, completion of CIP detail sheets, preparing the budget ordinance for first reading at the May meeting, preparing the budget amendment for first reading at the May meeting, and preparing the budget public notice that is required by the State of Tennessee to be published in the June 4<sup>th</sup> edition of the Bargain Browser. The Finance Director along with the Mayor also met with Summer Tate, of The Farmers Bank, to renew our wire agreements, and sign the appropriate documents.

Utility Accounting Clerk, Lisa Smalling worked her last day as a full-time employee of the City of White House during May. Lisa is transitioning to a part-time file clerk position that was created as a part of the budget process, and we look forward to seeing her back in that capacity in July. The Finance Department welcomed Shelia White as the new Utility Accounting Clerk as she transitioned from her former position at Public Works. We are thrilled to be able to keep both employees who are already knowledgeable about the City, and utility billing.

**Performance Measures**

**Major Fund Balances**

Fund	Cash Balance	Investment Account Balance
General Fund	\$690,548.47	\$3,535,728.33
Sanitation	\$214.93	\$559,878.58
Wastewater	\$334,168.05*	\$1,831,324.37

- All Cash Balances are bank balances reported as of June 11, 2013.
- \*The Wastewater Fund balance should be reduced by a significant Due To balance for the Sanitation Fund at \$172,875.08.

**Payroll**

Number of Payrolls	Number of Checks and Direct Deposits	Number of adjustments	Number of Void Checks
2 regular 0 special	5 paper checks 192 direct deposits	0 Retroactive Adjustments	0 Voids

**Accounts Payable**

	May	FY	Last May	Last FY
Total Invoices Processed	398	3,629	422	3,588

**Call and Counter Logs**

	Finance	Admin	Planning /Codes	HR	Parks	Police	Public Works	Waste Water	Gen City Info	Gen Non-City Info	County Info	Total
Calls	196	3	17	6	18	0	9	45	4	1	1	300
Customers	108	0	2	5	5	1	5	159	1	0	9	295

Finance Department  
May 2013

Finance	Accounts Payable	Business License	Property Tax	Court	Purchasing	Finance Directors Office	Total
Calls	0	8	33	99	53	3	196
Customers	0	16	10	73	9	0	108

**Purchase Orders**

Codes	8	\$6,787.98	Court	0	\$0.00
Fire	7	\$15,012.05	Library	13	\$2,605.34
Police	13	\$2,940.87	Wastewater	17	\$29,890.57
Human Resources	2	\$2,484.47	Public Works	8	\$5,683.82
Engineering	0	\$0.00	Sanitation	2	\$241.66
Administration	7	\$3,628.99	Parks	34	\$19,962.24
Finance	4	\$1,174.17	Bldg. Maintenance	4	\$496.95
			Cemetery	4	\$1,200.00
<b>Total</b>	<b>123</b>	<b>\$92,109.11</b>	<b>Void</b>	<b>16</b>	

	Number of PO's	Value of PO's
Purchase Orders Under \$2,000	114	\$32,806.42
Purchase Orders \$2000 - \$9999	7	\$25,293.90
Purchase Orders Over \$10,000	2	\$34,008.79
<b>Total</b>	<b>123</b>	<b>\$92,109.11</b>

**Emergency Purchase Orders – May**

Number	Vendor	Items	Amount	Nature of Emergency	Department
18903E	Nashville Sprinkler System	Repair to sprinkler head	\$325.00	Sprinkler head was hit with a ball on Sunday, April 7 <sup>th</sup> .	Parks
18613E	G & C Supply	Signage	\$265.00	Entrance sign for Werthan, purchase was made without a purchase order.	Admin

**Business License Activity – May**

Opened	8
Closed	1

Delinquency Rate: 49%

**Cumulative Information**

Class	Total Licenses	Delinquencies
1	39	32
2	150	68
3	249	116
4	194	94
<b>Total</b>	<b>632</b>	<b>310</b>

Finance Department  
May 2013

Description	Total Charges	Description	Total Charges
Child Restraint 4-15 (1 <sup>st</sup> Offense)	1	Open Container Law	1
Child Restraint-under 4	0	Parking Violation	2
Anti-Noise Regulations	0	Vehicle Registration Law	25
Texting While Driving	0	Seat Belt Violation -- 18 and Older	46
Failure to Yield Right of Way	1	Speeding	63
Financial Responsibility Law	87	Careless Driving	0
Following Too Closely	0	Disobedience to Traffic Control Device	2
Motor Vehicle Requirements/Misc.	6	One Way Street	0
Improper Passing	2	Drivers License Law	9
Drivers Exercise Due Care	10	Turn to Avoid Signal	0
Codes Violations/Animal Control	0	Improper Backing	0
Stop Signs	21	Move Over Law	0
		<b>Total</b>	<b>276</b>

**Municipal Court – Case Disposition**

Disposition	Total
Ticket Paid in Full – Prior to Court	96
Guilty as Charged	17
Dismissal	16
Dismissed upon presentation of insurance	69
Not Guilty	2
Dismissed to Traffic School	5
Dismissed with Costs and Fines	34
Dismissed with Costs	28
Dismissed with Fines	9
Case Transferred to County	0
Dismissed with Public Service	0
<b>Total</b>	<b>276</b>

**Wastewater Billing**

New Service Connections: 5  
 Applications: 39  
 Late Penalties Applied: \$4,650.99  
 Adjustments: 24  
 Number of Reconnect Fees Paid: 26  
 Non-Payment Cut-Offs: 36

**Human Resources Department  
May 2013**

- Children’s Librarian & Library Clerk Recruitment
- Part-Time Groundskeeper Recruitment
- Public Works Maintenance Worker Recruitment
- H.B. Williams School-Career Day, 5/14
- Police Department Awards Program, 5/14
- APWA Meeting, Nashville, 5/22
- PD Reserve Officer Panel Review, 5/23
- Safety Committee Meeting, 5/29

**Injury Reports:** (2) reports, May 2013 compared to (0) reports, May 2012

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	0
August	1	2	1
September	1	0	3
October	0	1	2
November	1	1	0
December	2	0	0

	2012-2013	2011 - 2012	2010 - 2011
January	2	0	2
February	0	0	3
March	0	0	0
April	2	3	0
May	2	0	0
June		0	1
<b>Total</b>	<b>11</b>	<b>7</b>	<b>12</b>

**Property/Vehicle Damage Reports:** (0) reports, May 2013 compared to (0) reports, May 2012

	2012-2013	2011 - 2012	2010 - 2011
July	0	0	1
August	1	0	0
September	0	0	0
October	1	1	0
November	1	0	0
December	1	2	0

	2012-2013	2011 - 2012	2010 - 2011
January	0	0	2
February	0	3	0
March	1	0	0
April	1	1	0
May	0	0	0
June		0	0
<b>Total</b>	<b>6</b>	<b>7</b>	<b>3</b>

**City Wide Turnover:** (1) termination, May 2013 compared to (1) term, May 2012

	2012-2013	2011 - 2012	2010 - 2011
July	0.0%	0.0%	0.9%
August	1.0%	0.0%	0.9%
September	1.0%	0.0%	0.9%
October	1.0%	1.0%	0.0%
November	1.0%	2.0%	0.9%
December	0.0%	2.0%	0.9%

	2012-2013	2011 - 2012	2010 - 2011
January	1.0%	1.0%	0.9%
February	1.0%	2.0%	0.0%
March	1.0%	1.0%	1.0%
April	1.0%	1.0%	1.0%
May	1.0%	1.0%	1.1%
June		1.0%	0.0%
<b>Total</b>	<b>9.0%</b>	<b>12.0%</b>	<b>9.3%</b>

**Employee Disciplinary Reports**

	2012-2013	2011 - 2012	2010 - 2011
July			
August			
September			
October			
November			
December			

	2012-2013	2011 - 2012	2010 - 2011
January	2-Suspens		
February	0		
March	1-Termina		
April	0		
May	1-Suspens		
June			
<b>Total</b>	<b>4</b>		

**Police Department  
May 2013**

**Highlights**

The White House Police Department held their Annual Awards Ceremony on May 14<sup>th</sup>, during National Police Week at the White House Police Department. Employee and Citizen Awards were announced. A Police Memorial Day Observance was held during this time.

- **Officer of the Year** – Officer Danny Ward
- **Reserve Officer of the Year** - Officer Robert Chambers
- **5 Year Award**- Reserve Officer Chris Davis, Reserve Officer Jake Kennedy and Reserve Officer Louis Meadows
- **15 Year Award** – Captain Jeff Mingledorff
- **Exceptional Duty Award** – Officer Jason Ghee, Detective Jason Shapton, Sergeant Keith Anglin, Officer Melissa Arrowood and Sergeant Joel Brisson.
- **Most Citations** – Officer David Segerson
- **Criminal Arrests** – Officer Melissa Arrowood
- **Most DUI's** – Officer Danny Ward
- **Citizen Awards** – Kyle Wikberg, Gregg and Lori Hicks, David Jones, Richard Dorris, Chris Davis, Lee Ann Chambers and Louis Meadows.

**Meetings/Civic Organizations**

- *Chief Brady attended the following meetings in May:* Department Head Meeting (May 6<sup>th</sup> & 20<sup>th</sup>), Beer Board Meeting (May 7<sup>th</sup>), 911 User Group (May 8<sup>th</sup>), Civil War Trail Marker Ceremony (May 10<sup>th</sup>), Robertson County Chief's Meeting (May 14<sup>th</sup>), WHPD Awards Ceremony (May 14<sup>th</sup>), Sumner County Drug Task Force (May 16<sup>th</sup>), 911 Board Meeting (May 21<sup>st</sup>), and White House Memorial Day Ceremony (May 27<sup>th</sup>).
- *Captain Mingledorff attended the following meetings in May:* Rotary Club (May 23<sup>rd</sup> and 30<sup>th</sup>) and Chamber of Commerce (May 21<sup>st</sup>).

**Police Department Administration Performance Measurements**

1. *Achieve accreditation from the Tennessee Law Enforcement Accreditation program by June 3, 2013.* The accreditation process has 152 professional standards that need to be met. Policy and procedures need to be written and proofs shown for each standard prior to approval by an assessor. Seventy (70) files have been approved by an assessor. Twenty-six (26) files are being worked on. Seven (7) files are ready to be approved. Susan Johnson will be meeting with Det. Leonard on June 13<sup>th</sup>. She is hoping to have 33 files ready for approval. Also, Susan will be writing a letter to get a 90 day extension on our Accreditation deadline. This will extend our Accreditation deadline to the end of September.
2. *Our department training goal is that each police employee receives 40 hours of in-service training each year.* The White House Police Department has 24 Employees. With a goal of 40 hours per employee, we should have an overall Department total of 960 hours of training per calendar year.

<b>Month</b>	<b>Admin Training Hours</b>	<b>Patrol Training Hours</b>	<b>Support Services Training Hours</b>	<b>Total Training Hours</b>
<b>January</b>	0	368	0	368
<b>February</b>	0	272	0	272
<b>March</b>	0	125	60	185
<b>April</b>	0	151	0	151
<b>May</b>	0	32	0	32
<b>Grand Total</b>	0	948	60	1,008

**Police Department  
May 2013**

**Patrol Division Performance Measurements**

1. *Maintain or reduce the number of patrol shifts staffed by only two officers at the two year average of 354 shifts during the Fiscal Year 2012-2013. (There are 730 Patrol Shifts each year.)*

Number of Officers on Shift	May 2013	FY 2012-2013
Two (2) Officers per Shift	14	433
Three (3) Officers per Shift	48	234

2. *Acquire and place into service two Police Patrol Vehicles.* The new Ford Interceptors were received, stripped, equipment installed and placed into service the first of December. Complete.
3. *Conduct two underage alcohol compliance checks during the Fiscal Year 2012-2013.* Fall Compliance checks took place on December 6<sup>th</sup>. Two vendors failed: Conley's Restaurant and Plainview BP. The letters to vendors for the Spring Compliance Checks were sent out at the end of May.
4. *Maintain or reduce TBI Group A offenses at the three-year average of 80 per 1,000 population during the calendar year of 2013.*

Group A Offenses	May	Per 1,000 Pop	Total 2013	Per 1,000 Pop.
<b><i>Serious Crime Reported</i></b>				
Crimes Against Persons	11	1	40	4
Crimes Against Property	28	3	177	17
Crimes Against Society	11	1	67	6
<b>Total</b>	50	5	284	27
<b>Arrests</b>	17		141	

\*U.S. Census Estimate 2011 – 10,419

5. *Maintain a traffic collision rate at or below the three-year average of 312 collisions by selective traffic enforcement and education through the Governor's Highway Safety Program during calendar year 2013.*

	May 2013	Total 2013
<b>Traffic Crashes Reported</b>	31	126
<b>Enforce Traffic Laws:</b>		
Written Citations	387	1,466
Written Warnings	160	645
Verbal Warnings	410	1,955

6. *Maintain an injury to collision ratio of not more than the three-year average of 17% by selective traffic enforcement and education during the calendar year 2013.*

	COLLISIONS	INJURIES	MONTHLY RATIO	YEAR TO DATE
<b>May 2013</b>	31	5	16%	15%

**Traffic School:** Sgt. Keith Anglin instructed the DDC-4 Traffic School Class in May. There were 6 students in attendance.

**Police Department  
May 2013**

**Staffing**

**K-9:** Ofc. Jason Ghee and Nike attended their monthly training.

***Sumner County Emergency Response Team***

- May 2<sup>nd</sup>, Search Warrant in Gallatin.
- May 7<sup>th</sup>, Search Warrant in Gallatin on murder suspects.
- May 15<sup>th</sup>, was the Memorial Day Ceremony for Sumner County. ERT did the 21 Gun Salute and Lowering of the Flag. Ofc. Brisson had the honors of lowering the flag.
- May 21<sup>st</sup> the ERT was called to a barricaded suspect on Airport Road in Portland. The suspect came out before the ERT arrived.

***Volunteer Reserve Officers:*** The Reserves trained 4 hours for the month.

**Support Services Performance Measurements**

1. *Acquire and place into service one Criminal Investigation Division vehicle.* The 2013 Ford Fusion was delivered. It is being driven by Det. Sgt. Dan Hunter in the Criminal Investigations Division. Complete.
2. *Maintain or exceed a Group A crime clearance rate at the three-year average of 68.6% during calendar year 2013.*

	<b>Group A Offenses</b>	<b>Year to Date</b>
<b>May</b>	71%	73%

**Communications Section**

	<b>May 2013</b>	<b>Total 2013</b>
Calls for Service	1,548	6,876
Alarm Calls	35	170

**Request for Reports**

	<b>May 2013</b>	<b>FY 2012-13</b>
Requests for Reports	19	245
Amount taken in	\$15.75	\$239.72
Tow Bills	\$65.00	\$430.00
Emailed at no charge	28	325
Storage Fees	\$0.00	\$50.00

***Governor's Highway Safety Office (GHSO):***

- Saturation Patrols were done in Springfield on May 24<sup>th</sup>. Sgt. Brisson, Ofc. Bagwell and Ofc. Gillingham from the White House Police Department assisted.
- The Click It or Ticket Campaign ran from May 20<sup>th</sup> to June 2<sup>nd</sup>. The WHPD had 178 traffic Citations.

***Staffing***

***Volunteer Police Explorers:*** Brian Speer, who has been an Explorer with the WHPD Explorer program since the program began until he turned 21 years old last year, will graduate as a Certified Police Officer from Walters State College on June 7<sup>th</sup>. Brian hopes to one day work for the WHPD.

***Item(s) sold on Govdeals:*** Zetron 4000 Series Communication Control System - \$477.00.

**Police Department  
May 2013**

**Crime Prevention/Community Relations Performance Measurements**

1. *Teach D.A.R.E Classes (10 Week Program) to two public elementary schools and one private by the end of each school year.*  
The spring program commenced at White House Middle School on Tuesday, February 26<sup>th</sup>. DARE Instructor, Captain Mingledorff taught seven 5<sup>th</sup> grade classes (165 students). The Graduation Ceremony was held on Tuesday, May 14<sup>th</sup>, at White House Middle School. *Complete.*
2. *Plan and coordinate Public Safety Awareness Day on Labor Day as an annual event.* This year's event will be held on Monday, September 2, 2013 (Labor Day). *Planning in Progress.*
3. *Plan, recruit, and coordinate a Citizen's Police Academy as an annual event.* Class #13 commenced on Tuesday, February 19<sup>th</sup> with 30 citizens attending. Classes met once a week for three hours, for ten weeks. Graduation was held on Tuesday, April 23<sup>rd</sup> in the auditorium at City Hall with 30 citizens completing the course. *Complete. Applications for the next class are being accepted.*
4. *Participate in joint community events monthly in order to promote the department's crime prevention efforts and community relations programs.*
  - *Heritage Elementary School Academic Awards Ceremony:* Captain Mingledorff participated in the Annual Academic Award Ceremony at Heritage Elementary. He accepted a "Community Service" Award on behalf of the White House Rotary Club during the program.
  - *Memorial Day Ceremony:* Chief Brady, Capt. Mingledorff and Capt. Ring participated in the 2<sup>nd</sup> Annual Memorial Day Ceremony held at City Hall on Monday, May 27<sup>th</sup>.
  - *Civil War Trail Marker Ceremony:* The dedication ceremony of the City of White House and the Tyree Springs Civil War Trail Marker was held on Friday, May 10, 2013, at 11:00 a.m. at City Hall. Captain Jeff Mingledorff organized the event and was the Master of Ceremony. City Mayor Mike Arnold provided opening remarks. Dr. Carrol Van West, director of MTSU Center for Historic Preservation and Tennessee Civil War National Heritage Area and Co-chair of the Tennessee Civil War Sesquicentennial Commission, spoke on the historical importance of the Tyree Springs Trail marker in White House.
  - Sgt. Eric Enck instructed 8 hours of Defensive Tactics for Gallatin Police Department's In-Service.

**Special Events:** *WHPD Officers participated in the following events during May:*

*School Security Detail:* Robert F. Woodall Primary and Heritage Elementary.

**Upcoming Events:**

- *Drug Take Back Event – scheduled for October 2013.*

2013 Participation in Joint Community Events		
	May	Year to Date
Community Activities	4	40

**Fire Department  
May 2013**

**Summary of Month's Activities**

**Fire Operations**

The department responded to 74 requests for service during the month with 52 responses being medical emergencies. The department responded to 3 vehicle accidents with reported injuries with four patients transported to area hospitals.

- **May 31<sup>st</sup> 4:51am** – The Department was dispatched to a structure fire when fire units arrived on scene the fire was not readily visible although the occupant was out of the home. The fire was located in the dining area, fire crews then made entry and extinguished the fire while venting the structure. There was extensive damage to the room of fire origin with heat and smoke damage throughout the structure there were no injuries reported with this incident.
- **May 10<sup>th</sup> 9:49pm** – The Department was dispatched to the Wendy's parking lot to a reported vehicle fire. Upon arrival fire units found a vehicle with the engine compartment on fire, the fire was extinguished with no other property loss reported.
- **May 10<sup>th</sup> 5:16pm** – The Department responded to I-65 to a roll-over vehicle accident, fire crews had to use the hydraulic rescue tools to remove one of the victims from the wreckage, two patients were transported to the hospital.

**Fire Administration**

- **May 1<sup>st</sup>-3<sup>rd</sup>** - Chief Palmer attended the Tennessee Fire Chiefs conference for training in Gatlinburg.
- **May 8<sup>th</sup>** – Chief Palmer attended the “811 Call before you dig” training held at the Center in Springfield.
- **May 14<sup>th</sup>** – Chief Palmer, Asst. Chief Sisk, Captain Holman, and members of C shift participated in the Career Day at H.B. Williams School.
- **May 20<sup>th</sup>** – Chief Palmer attended an open house at the new Sumner County Emergency Services facility in Gallatin.
- **May 29<sup>th</sup>** – Assistant Chief Sisk attended and chaired the monthly safety committee meeting held at fire station 2.
- During the month of May Asst. Chief Sisk participated in four National Weather Service weekly weather briefings.

**Update on the Department's Goals and Objectives**

- Conduct the Risk Watch Program in all 1<sup>st</sup> grade classrooms beginning in September 2012 and ending in May 2013. **(Project completed)**
- Complete annual firefighter training 240 hours for career and 48 for part-time firefighters by June 30<sup>th</sup>, 2013. **(Work on the project is ongoing)**

**Departmental Highlight**

On May 14<sup>th</sup> the Department participated in the H.B. Williams career day event the purpose of the event is to share with the students various jobs and careers, firefighters were able to display equipment and what firefighters do on the job. It is also a time when the department can educate the students about fire prevention and safety education.

**Fire Department  
May 2013**

**Monthly Performance Indicators**

**Incident Responses**

Structure Fires	1	Vehicle Accidents (General Cleanup)	4
Cooking / Electrical Fires	0	Vehicle Accidents (With Injuries)	2
Vehicle Fires	1	Rescue	1
Grass, Brush, & Trash Fires	0	False Alarms / Calls	3
Hazmat	1	Assist Other Governmental Agency	1
Other Calls	8	Total Responses for the Month	74
Emergency Medical Responses	52	Total Responses YTD	753

**Fire Fighter Training**

Total Training Man Hours for the Month	433.06
Total Training Man Hours YTD	3,826.93

**Fire Inspection**

	<b>This Month</b>	<b>YTD</b>
Fire Inspections	36	198
Fire Investigations	2	10
Plat / Plan Reviews	2	12
Fire Preplans	1	77

**Public Fire Education**

	<b>This Month</b>	<b>YTD</b>
Participants	318	4,051
Education Hours	9.75	146.25
Number of Occurrences	6	77

**Public Services Department - Public Works Division  
May 2013**

**Staffing**

The public works department is authorized 11 full time employees. Due to the change in solid waste operations, we now have the following employee's assigned to public works:

1. Three (3) full-time Sanitation (1) driver & (2) maintenance workers);
2. Two (2) full-time Streets equipment operators (Operator I & Operator II);
3. One (1) Supervisor.

**Training**

- Safety Procedures for Trenching and Shoring
- Pre-Job safety Meeting
- Completion of the Target Solutions online safety training

**Sanitation Collection:**

Waste Industries (WI) has completed the 6th full month of operation in the City. I've been monitoring Waste Industries web based portal to see the type and quantity of calls.

The May 2013 report show that staff has made 62 requests on the WI web portal system, which is up from 46 the month before. The breakdown for the type of request made for the residential/commercial customers are as follows:

1. 31 calls came from residents that had container issues, they either needed a replacement, moved out and needed them picked up, or they moved in and need containers delivered;
2. 19 calls came from residents that had "missed" garbage service;
3. 5 calls came from residents that had "missed" recycling service;
4. 7 calls came from residents that did not have their cans at the curb in time for the truck, had issues with container not being emptied completely or the placement of container after it has been serviced.

There was a communication error regarding the collection schedule for Memorial Day. We have addressed the issue with WI and the holiday schedule is as shown on the recycling card.

The total volume of recyclables collected curbside during May was approximately **47 tons** of material; which is a savings of about **\$1,069.00** in avoided landfill tipping fees. In addition, the recyclable material revenue for May was approximately **\$701.00**. This is a net gain of **\$1,770.25**.

**City Public Works Tasks & Drainage Improvement Projects**

1. **Park Drainage Project:** Staff has completed as much as can be done until the asphalt repairs are done. I've scheduled the City's contractor, the Roger's Group, for June 4<sup>th</sup>. Staff will complete the restoration after the asphalt is in place. The June BMA report will include a complete cost analysis for this project.
2. **Fire Station #1 @ Hwy 76:** Staff has completed the restoration of the grass areas and we'll finish the asphalt access crossing when Rodger's does the park drainage restoration on June 4<sup>th</sup>.
3. **Asphalt Repairs:** Due to the park project, staff has not been able to do much asphalt repair work.
  - a. Man-hours -- 30
  - b. Tons of Asphalt -- 11.86
4. **Yard Waste Collection:** The yard waste truck operates continuously and now has the ability to move into different zones if the scheduled zone has been completed.
  - a. Residential Stops -- 539
  - b. Number of Truck Loads -- 53
  - c. Hours for Yard Waste - 136
  - d. Bagged Leaves/Grass -- 405
  - e. Hours for Bag Collection - 26

**Public Services Department - Public Works Division  
May 2013**

**5. Litter Control:**

- a. Number of bags – 13
- b. Number of hours - 38

**6. Right-of-Way Mowing:** The first cut for the R-O-W mowing with the sidearm mower has been done citywide.

**7. Sign Maintenance:** Staff continues sign repair and maintenance on an as needed basis. We've started upgrading the signs at the signalized intersections.

**Monthly Performance**

	<b>Available Hours</b>	<b>Total Hours</b>
Streets & Roads	450	441
Sanitation	450	201
Facility Maintenance - PW Staff	N/A	19
Fleet Maintenance - PW Staff	N/A	90
Training	N/A	32
Leave	N/A	128
Overtime	N/A	22

The above table represents the number of man hours versus the total number of hours worked for the month of February by department. It also represents the number of vacation days and sick leave used.

**Sanitation Enterprise Fund Totals**

<b>Number of Customers Billed</b>	<b>Total Billed</b>	<b>Total Billed YTD</b>	<b>Revenue Received</b>	<b>Revenue Received YTD</b>
3,694	\$57,319.00	\$56,308.33	\$575,198.50	\$626,730.77

**Services Provided**

	<b>Total</b>	<b>YTD</b>		<b>Total</b>	<b>YTD</b>
Brush Pick Up (stops)	539	2,787	Drainage Work (feet)	20	1,457
Brush Truck Load	53	302	Potholes Repaired	67	125
Emergency Call Outs	0	11	Salt Usage (tons)	0	4
Free Clean Up Drop Offs	62	809	Signs Installed	9	109
Curbs Repaired	0	1	Signs Reset	4	7
Shoulders Repaired	2	3	Back Door Pick Up (stops)	0	18
Shoulder Work (feet)	0	788	Move In Special Pick Up	0	8
Litter Removal (bags)	13	227	Move Out Special Pick Up	4	19
Drainage Requests	3	27	Dead Animal Removals	0	19
Special Pick Up	0	4			

Public Services Department - Public Works Division  
May 2013

Locations with Pothole Repairs Needed

Pothole Repair Address	Length (feet)	Width (feet)	Depth (in.)	Tons
113 Sycamore Drive	5	4	3	0.37
145 Honeysuckle Drive	8	2	3	0.29
153 Honeysuckle Drive	37	5	3	3.39
181 Honeysuckle Drive	3	3	3	0.17
181 Honeysuckle Drive	4	3	3	0.22
Honeysuckle Drive @ 31W	5	6	3	0.55
Honeysuckle Drive @ 31W	9	6	3	0.99
301 Hunterwood Drive	9	2	3	0.33
403 Hunterwood Drive	2	3	3	0.11
Hunterwood Dr. @ Magnolia	19	4	3	1.39
104 Pinewood Drive	27	3	3	1.49
109 Pinewood Drive	11	2	3	0.40
111 Pinewood Drive	16	3	3	0.88
Applewood Dr. @ Ray. Hirs	11.8	3.9	3	0.84
Applewood Dr. @ Ray. Hirs	8.8	4	3	0.65
Applewood Dr. @ Ray. Hirs	5	4	3	0.37
200 Peachtree Drive	3	3	3	0.17
206 Peachtree Drive	6	5	3	0.55
201 Blueberry Drive	13	2.9	3	0.69
Cherry @ Sage Rd	17	6	3	1.87
<b>Total Tons Required</b>				<b>15.71</b>

Locations with Pothole Repairs Completed

Pothole Repair Address	Length (feet)	Width (feet)	Depth (in.)	Tons	Completed
125 Seminole Lane	13	9	3	2.15	4/3/2013
121 Seminole Lane	48	5	3	4.40	4/3/2013
121 Seminole Lane	6	5	3	0.55	4/3/2013
101 Villages Court	22	5.6	3	2.26	4/3/2013
117 Seminole Lane	28	8	3	4.11	4/10/2013
109 Seminole Lane	23	12	3	5.06	4/17/2013
113 Seminole Lane	25	9	3	4.13	4/17/2013
214 Hillwood Dr.	45	5	1.5	2.10	5/21/2013
302 Hillwood Dr.	60	1	1	0.37	5/21/2013
306 Hillwood Dr.	40	2	1	0.50	5/21/2013
	65	1	1	0.40	5/21/2013
310 Hillwood Dr.	60	2	1	0.75	5/21/2013
312 Hillwood Dr.	24	2	1	0.30	5/21/2013
	15	1	1	0.09	5/21/2013
314 Hillwood Dr.	75	12	1	5.60	5/21/2013
104 Hillwood Dr.	18	2	1.5	.33	5/21/2013
<b>Total Tons Used</b>				<b>45.98</b>	

Public Services Department - Public Works Division  
May 2013

Agency	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD	Totals
<b>Solid Waste (Tons)</b>	320	329	291	322	303	234	315	234	234	302	295		3,179
<b>Disposal Fee</b>	\$7,296	\$7,501	\$6,622	\$7,337	\$6,902	\$5,327	\$7,183	\$5,918	\$5,848	\$7,405	\$6,704		\$74,043
<b>Roll-off Service (Tons)</b>	11	20	0	20	5	13	5	8	7	16	20		125
<b>Disposal Fee</b>	\$1,079	\$1,991	0	\$2,001	\$726	\$1,601	\$505	\$883	\$796	\$1,739	\$2,414		\$13,735
<b>Recycling (Tons)</b>	24	20	17	19	17	38	47	42	36	43	47		350
<b>Recycling Revenue</b>	0	0	0	0	0	\$571	\$632	\$652	\$654	\$784	\$701		\$3,994
<b>Oil/Steel/Battery (Tons)</b>	9	0	11	16	0	0	8	10	10	6	3		73
<b>Metal Revenue</b>	\$1,306	\$15	\$1,705	\$3,036	\$0	\$0	\$1,541	\$2,235	\$1,686	\$897	\$580		\$13,001

Public Services - Wastewater Division  
May 2013

Collection System Activities

1. **Green Project:** The motor control center and generator replacement project at the North Palmer's Chapel lift station is currently underway. The contractor has installed the Air-Vac control panel, but they are still awaiting the delivery of the main motor control panel which should be delivered in late June. The project is scheduled to be completed by July 17<sup>th</sup>.
2. **Hobbs Project:** The bidding process has been initiated and we had a bid opening on June 6. The results of which will be brought to the June Board of Mayor and Alderman meeting for consideration.
3. **GIS/GEO JOBE:** The GIS based work order system has been ordered and we will be moving forward with the implementation process of that module once Geo-Jobe completes the software updates for the new version. Our target date for implementation has been moved up to mid-June.
4. **Lift Stations:** The BMA awarded the Meadowlark lift station rehabilitation bid to Scott & Ritter out of Bowling Green, KY. The contractor has provided Ben with the design submittals for approval, but there were several aspects that did not meet the design specification. We are working with the contractor to bring their specifications up to an acceptable design. The tentative delivery date of the lift station package is still mid-August, assuming the resubmittals are approved. The contractor stated that this project will be completed within one month of station delivery.

We have assigned Matt Harper as the lift station maintenance leader. It is Matt's job to monitor the 98 commercial stations and 8 major lift stations to make sure the stations are maintained on a periodic basis. I will be sending Matt to various training classes so that he can become a more "hands-on" repair technician.

Wastewater Treatment

- A. FLOW..... 0.591 MGD
- B. CAPACITY ..... 1.40 MGD
- C. % of PLANT THROUGHPUT..... 42% (0.552 MGD/1.40 MGD)
- D. % of ACTUAL & ALLOCATED CAPACITY..... 33.7% (0.552 MGD)/(1.40 MGD\*80%)
- E. RAINFALL ..... 6.73"

1. **Violations:** The plant had one (1) minor violation this month. Due to the heavy rain events, the plant exceeded our daily discharge limit. All other permit requirements are well below the limits.
2. **H2S & FERRIC SULFATE:** Staff continues to monitor the carbonaceous biochemical oxygen demand (CBOD) and the total suspended solids (TSS) which will indicate any settling effects of Ferric sulfate we are feeding at the Tyree Springs Manhole and Union Road stations. We've been feeding ferric for ten (10) months and the overall results are positive at the plant. The clarifiers are producing a very clear effluent. We are now feeding at a rate of eight (8) gallons per day at the Union Road lift station and ten (10) gallons per day at the Old Tyree lift station due to the high levels of H2S within the system. We did not fill the Wilkinson Lane tank due to our Meadowlark relocation plans.
3. **Oxidation Ditch:** Since installing the second orbital aerator in February, the oxidation ditch is producing a very clean effluent.
4. **UV System:** The Trojan Ultra-Violet (UV) system continues to have problems due to increased algae levels. Derek and Chris are working hard to keep the algae from building up and we are getting a below limit kill on coliform bacteria. We may be able to get by until after the headworks are installed. After exploring several options, I have decided to do a complete rehabilitation of the existing system, which is the most cost effective method of replacing the current system.

Public Services - Wastewater Division  
May 2013

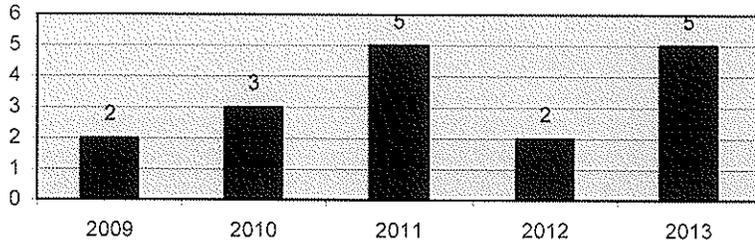
5. **Treatment Plant:** Staff is still working on painting of the Sludge pump building, which has greatly improved the appearance of the building. The only area's lacking paint is the floor.

SCADA Alarms Responses May 2013		
	Month	YTD
North Palmers	153	1672
Calista	59	1017
Wilkinson	11	223
Portland Road	0	25
Cope Crossing	7	429
Union Road	2	146
Meadowlark	14	38
Hwy 76	0	9
Cambria	0	14
Treatment Plant	18	325
<b>Total Responses</b>	<b>264</b>	<b>3898</b>
<b>TN ONE-Call</b>	<b>88</b>	<b>793</b>

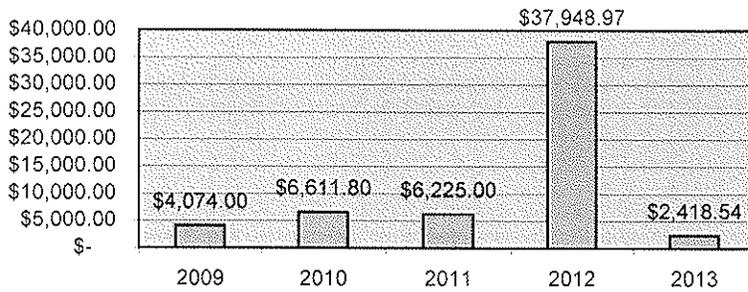
May 2013 Work Orders	Month	YTD
<b>Monthly Service Requests Total</b>	204	1975
Mainline Repairs	0	7
Service Line Repairs	8	59
E/2000 (B) to E/Extreme Change-outs	7	75
E/2000 (B) to E/2000 (B) Change-outs	3	19
E/Extreme to E/2000 (B) Change-outs	6	33
E/Extreme to E/Extreme Change-outs	25	144
E/2000 (B) Conversions	3	24
E/One Extreme Conversions	10	41
<b>"Green Project" Conversions</b>	0	229
Low Pressure Service Requests	97	919
Vacuum System Service Request	34	123
<b>Major Lift Station Repairs</b>	0	5

Planning and Codes Department  
May 2013

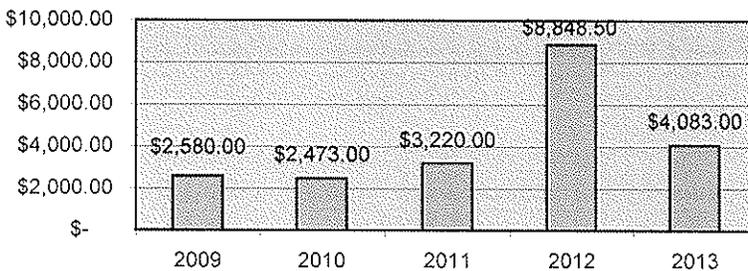
Single Family Permits



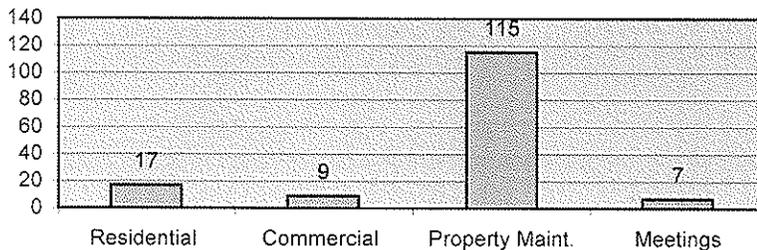
Impact Fees



Permit Fees



Inspections / Meetings



	Month	FY 12-13
<b>MEETING AGENDA ITEMS#</b>		
Planning Commission	2	36
Construction Appeals	0	0
Zoning Appeals	1	5
Training/Study Session	0	0
Property Maintenance	0	0
<b>PERMITS</b>		
Single Family Residential	5	28
Multi-Family Residential	0	2
Other Residential	20	120
New Commercial	1	1
New Industrial	0	0
Other Com/Ind	1	21
State Electrical	18	299
Sign	0	9
Occupancy Permits	1	51
Other	2	8
<b>BUILDING INSPECTIONS</b>		
Residential	17	302
Hours	5.17	102.25
Commercial /Industrial	9	171
Hours	4.25	90.17
<b>CODE ENFORCEMENT</b>		
Total Cases	115	635
Hours	16	102.67
Complaints Received	21	103
<b>MEETINGS</b>		
Administration	3	37
Hours	12	87.06
Planning	4	36
Hours	8.1	47.1
Codes	0	42
Hours	0	60.75
<b>FEES</b>		
Permit Fees	\$ 4,083.00	\$ 24,977.95
Board Review Fees	\$75.00	\$ 2,000.00
City Impact Fee	\$2,418.54	\$ 6,101.96
Roads	\$1,459.90	\$ 2,990.70
Parks	\$198.00	\$ 1,118.20
Police	\$457.75	\$ 1,206.30
Fire	\$302.89	\$ 796.76
<b>OTHER ITEMS</b>		
Subdivision Lots	0	6
Commercial/Industrial (Sq ft)	1	3,936
Multi-Family Units	N/A	0
Other	N/A	0
<b>OTHER ITEMS</b>		
Subdivision Bonds: 23	\$	974,300.00
Builders Bonds	\$	42,866.43
Workings Days in Month		17

**Parks, Recreation, and Cultural Arts Department**  
**May 2013**

**Summary of Month's Activities**

The new restroom facility is under construction and progressing. The block work has been completed. The sewer grinder station has been installed. The roof trusses are scheduled to be installed the week of June 17<sup>th</sup>.

The Director and Park Maintenance employees have been working on the cemetery gate project. Surveying was done by Ray Cole in order to position the gates in the correct location and outside of the right-of-way. Currently, the gate fabrication is being performed by Southern Metal Products. The concrete footings and the pedestal bases have been completed, and the anchor bolts for the posts are in place. The fabricator should have some items to the painter very soon. Some trenching for the electrical system will take place in June.

Recreation

Co-ed Church Volleyball has ended. The regular season and tournament champion was Temple Baptist "B." The regular season and tournament runner-up was Temple Baptist "A." There were 6 teams that participated this year.

Men's Open Softball ends Thursday, June 6<sup>th</sup>. We have 9 teams competing in the league this spring.

The Girls Volleyball league spring league has ended. The regular season and tournament champion in the 3<sup>rd</sup> – 5<sup>th</sup> grade league was the Royal Blue team. The tournament champion in the 6<sup>th</sup> – 8<sup>th</sup> grade league was the Teal team.

Gymnastics & Tumbling classes begin June 6<sup>th</sup>. These classes are put on by Charles Harding once again. They will run every Thursday for 8 weeks at the Civic Center from 10:30am – 11:15am for ages 3-5 and 11:15am - 12:00pm for ages 6 & up. Registration ends June 3<sup>rd</sup> and is \$100 for all 8 weeks.

Basketball Camp will be June 24<sup>th</sup> – 27<sup>th</sup> from 8:00am – 11:00am at the Civic Center. The camp will be put on by Chance Ballard, who coaches for White House Heritage Middle and High School boys. All registrants will receive a t-shirt and will receive that t-shirt before the camp ends if signed up by June 17<sup>th</sup>. Registration is \$50 per child, \$40 per additional child. Registration ends June 24<sup>th</sup>.

The 13<sup>th</sup> Annual Independence 5K will be July 6<sup>th</sup> at 8:00am. Check-in and late registration will begin at 7:00am. The race will start and finish at the White House High School Trailhead this year. Registration is available online on Active.com in addition to our regular registration opportunities.

Entry Fee: Early Bird Deadline by June 20<sup>th</sup>

\$20/Individual

\$15/Individual 10& Under

\$65/Family (up to 4 members)

Fee after June 20th:

\$25/Individual

\$20/Individual 10& Under - \$75/Family (up to 4 members)

Punt, Pass, and Kick will be at the end of July.

Girls Volleyball registration will be June 3<sup>rd</sup> - July 22<sup>nd</sup>. This is for grades 3 – 8. The fee is \$50 for residents and \$62 for out-of-city residents. Practices will start in August and games will start in September.

Fall Baseball & Softball registration is June 10<sup>th</sup> – July 22<sup>nd</sup>.

Fall Adult Softball registration is June 17<sup>th</sup> – August 5<sup>th</sup>.

Parks Maintenance

Employees have been busy taking care of athletic fields, mowing, spraying weeds, and performing routine maintenance tasks. They have also assisted at the cemetery with the gate project.

**Parks, Recreation, and Cultural Arts Department  
May 2013**

**Update on Department Goals and Objectives**

A new chain link fence was installed at the Soccer Complex on the east side of the property along Field 3. The purpose is to help prevent vehicles from driving on and vandalizing the fields. This has been a recurring issue for a few years, so now there is a physical barrier and deterrent.

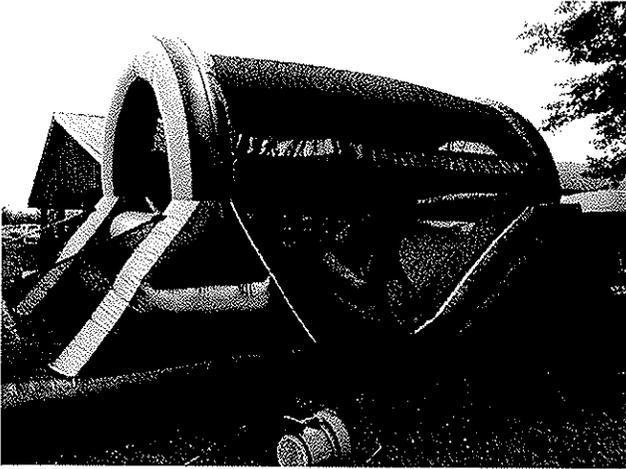
**Department Highlight**

Little League Challenger Baseball season has ended. The league participation almost doubled from last year, from 13 players in 2012 to 25 players in 2013. The last game was Saturday, June 1<sup>st</sup>. After the game we threw the players a party in which we had blow-up obstacle course and fed them pizza and handed out trophies. We are very pleased with this league.

**Department Cost Savings Report**

We recently purchased a new pto drive shaft for the bat wing mower at the park, and saved around \$650 by using an after market supplier and cutting it to fit. The OEM part was going to cost \$1,300 and we got it replaced for ½ price.

Challenger Baseball Party!!



**Parks, Recreation, Cultural Arts Department**  
**May 2013**

Current Year		
Apr-13	May-13	FY 2012-13

	FY 2007-2008	FY 2008-2009	FY 2009-2010	FY 2010-11	FY 2011-12	FY 2012-13
<b>Maintenance</b>						
Mowing Hours	1,044	1,853	1,469	1,486	1,346	1,085
Pounds of Grass Seed Sown	3,670	5,130	1,895	3,140	2,275	3,280
Pounds of Fertilizer Applied	6,150	9,200	4,590	8,150	2,540	5,525
Number of Trees/Shrubs Planted	57	259	11	20	39	2

	116	213	1,085
	30	0	3,280
	0	0	5,525
	0	0	2

	0	0	774
	98	96	1,648
	0	0	0
	0	0	796
	1	1	18
	3	3	45
	\$47.00	\$400.00	\$ 46,799.50
	\$339.00	\$243.00	\$ 15,880.90
	\$0.00	\$0.00	\$0.00
	\$340.00	\$1,130.00	\$ 5,245.00

**Recreation**

	17	14	90
	\$740.00	\$387.00	\$ 2,780.00
	20	19	242
	\$3,381.25	\$3,251.25	\$ 31,736.43
	\$20,138.34	\$0.00	\$ 71,032.39

**Administration**

	334	320	3,317
	51	59	386
	245	322	2,656
	359	340	3,748
	5	5	28
	4	5	45
	6	6	82

**Senior Center**

	3,993	2,326	2,860	3,269
	366	293	473	387
	3,430	3,555	2,912	3,315
	43	1,407	632	4,486
	48	31	42	31
	5	48	50	49
	5	45	54	90

**White House Inn Library and Museum**  
**May 2013**

**Summary of Activities**

The Library Board met during this month and voted to accept the agreement between the four Sumner County Libraries and the Robertson Library that will maintain the circulation consortia. The Board also decided that it would research possibly allowing individuals from out of State to obtain a temporary card to use the library. The Board then proceeded to go over the city's citizen survey to discuss future goals for the library.

In April, the library applied for a State grant and received word that it had been awarded the free AWE children's computer. The computer should arrive between July and August of this year.

The application requesting \$500,000 from the memorial foundation was submitted this month for their review.

The library held interviews to fill a part time position and full time Children's Librarian position. The part time position was filled this month. A selection for the Children's Librarian was made and that individual should begin work in June.

The first reading of the city's 2013-2014 budget passed this month which included the new library building. The final reading will be in June.

The Sumner County Stamp club evaluated stamps at the library on May 18<sup>th</sup>. There were a large number of stamps brought in by individuals for evaluation.

**Department Highlights**

The highlight for this month was receiving the AWE grant. This type of computer costs \$3,200 and the library will be receiving one for free without any matching grants from the city. This computer has safe and educational games for children.

**White House Inn Library and Museum**  
**May 2013**

**Performance Measures**

		<u>Program</u>	<u>Sessions</u>	<u>Attendance</u>
<u>Official Service Area Population:</u>	13,257	Toddler	3	52
		Preschool	4	57
<u>Memberships:</u>	10,854	Teen	0	0
		Adult	1	7
		All ages	0	0
<u>Percent of the Population with Membership:</u>	81	Total	8	116
<u>Total Materials Available:</u>	25,808	<u>Wireless Internet Users:</u>		89
<u>Estimated Value of Total Materials:</u>	\$645,200			
<u>Last Month:</u>	\$640,150	<u>Computer Internet Users:</u>		275
		<u>Children Computers:</u>		150
<u>Total Materials Available Per Capita:</u>	1.94			
<u>Last Month:</u>	1.93	<u>Volunteers:</u>		8
<u>State Minimum Standard:</u>	2.00	<u>Total Hours:</u>		126.65
<u>Materials Added</u>		<u>Services Provided by Contracting with State</u>		
Adult Fiction:	94	<u>Interlibrary Loan Service</u>		
Adult Non-Fiction:	9	Items Borrowed:		12
Child/Juvenile/Young Adult Fiction:	70	Items Loaned:		22
Juvenile/Young Adult Non-Fiction: 1				
Audiobooks:	13	<u>R.E.A.D.S. 1<sup>st</sup> Qtr. Statistics</u>		
Movies:	15	eBooks Downloaded:		305
Music CDs:	0	Audiobooks Downloaded:		506
Total:	202			
		<u>R.E.A.D.S. 2<sup>nd</sup> Qtr. Statistics</u>		
<u>Library Circulation</u>		eBooks Downloaded:		864
Total # of Check-outs:	3,987	Audiobooks Downloaded:		585
Last Month:	4,359			
Items per Patron:	2.3	<u>R.E.A.D.S. 3<sup>rd</sup> Qtr. Statistics</u>		
		eBooks Downloaded:		528
<u>New Memberships</u>		Audiobooks Downloaded:		580
Adult:	27			
Senior Adult:	0	<u>R.E.A.D.S. 4<sup>th</sup> Qtr. Statistics</u>		
Child:	6	eBooks Downloaded:		542
Student:	16	Audiobooks Downloaded:		695
Young Adult:	2			
Total:	51			

Municipal Court  
May 2013

**Revenues**

Citations

Total Collected for Month	\$13,488.00
Total Collected YTD	\$130,237.17

State Fines

Total Collected for Month	\$2,805.51
Total Collected YTD	\$21,483.92

<b>Total Revenue for Month</b>	<b>\$16,294.26</b>
<b>Total Revenue YTD</b>	<b>\$151,721.09</b>

**Disbursements**

Litigation Tax	\$1,062.83
DOS / DOH Fines & Fees	\$840.75
DOS Title & Registration	\$142.50
Restitution / Refunds	\$0.00
TBI-Expungement / Fees	\$0.00
Worthless Checks	\$0.00

<b>Total Disbursements for Month</b>	<b>\$2,046.08</b>
<b>Total Disbursements YTD</b>	<b>\$16,777.57</b>

<b>Adjusted Revenue for Month</b>	<b>\$14,248.18</b>
<b>Total Adjusted Revenue YTD</b>	<b>\$134,943.52</b>

<b>Drug Fund Donations for Month</b>	<b>\$147.18</b>
<b>Drug Fund Donations YTD</b>	<b>\$4,555.60</b>

**DRAFT**

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City of White House  
Summary Financial Statement  
May 2013

User: Charlotte Soporowski  
Date/Time: 6/11/2013 10:30 AM  
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110	General Fund	Year-To-Date			Monthly Comparative:		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
31110	Real & Personal Property Tax(Current)	1,595,850.00	(1,614,476.75)	101.17 %	132,987.50	(5,531.61)	4.16 %
31120	Public Utilities Property Tax (Current)	67,034.00	(75,776.00)	113.04 %	5,586.17	0.00	0.00 %
31211	Property Tax Delinquent 1st Year	58,000.00	(46,366.27)	79.94 %	4,833.33	(2,455.00)	50.79 %
31212	Property Tax Delinquent 2nd Year	20,000.00	(5,193.00)	25.97 %	1,666.67	(468.00)	28.08 %
31213	Property Tax Delinquent 3rd Year	16,000.00	(2,951.00)	18.44 %	1,333.33	(172.00)	12.90 %
31214	Property Tax Delinquent 4th Year	4,000.00	(1,537.00)	38.43 %	333.33	(148.00)	44.40 %
31215	Property Tax Delinquent 5th Year	4,000.00	(1,247.00)	31.18 %	333.33	0.00	0.00 %
31216	Property Tax Delinquent 6th Year	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
31219	Property Tax Delinquent - Other Prior	9,000.00	(288.00)	3.20 %	750.00	0.00	0.00 %
31300	Int, Penalty, And Court Cost On Prop	60,000.00	(19,167.70)	31.95 %	5,000.00	(1,191.05)	23.82 %
31513	Payment In Lieu Of Tax -Sewer	91,342.00	(85,441.62)	93.54 %	7,611.83	(7,767.42)	102.04 %
31520	Payments From Industry	0.00	(7,345.00)	0.00 %	0.00	0.00	0.00 %
31610	Local Sales Tax - Co. Trustee	2,020,000.00	(1,980,649.37)	98.05 %	168,333.33	(191,228.88)	113.60 %
31709	Beer And Liquor Local Priv Tax	4,900.00	(6,295.82)	128.49 %	408.33	0.00	0.00 %
31710	Wholesale Beer Tax	230,000.00	(237,800.74)	103.39 %	19,166.67	(23,696.73)	123.64 %
31800	Business Taxes	130,000.00	(89,972.63)	69.21 %	10,833.33	(6,084.45)	56.16 %
31911	Natural Gas Franchise Tax	119,000.00	(95,733.43)	80.45 %	9,916.67	0.00	0.00 %
31912	Cable TV Franchise Tax	95,000.00	(112,305.05)	118.22 %	7,916.67	(28,823.50)	364.09 %
31960	Special Assessment - Liens	1,300.00	(520.00)	40.00 %	108.33	0.00	0.00 %
31980	Mixed Drink Taxes	9,000.00	(12,955.92)	143.95 %	750.00	(1,929.50)	257.27 %
32090	Peddler Permit	50.00	0.00	0.00 %	4.17	0.00	0.00 %
32209	Beer And Liquor License Application	800.00	(3,200.00)	400.00 %	66.67	(800.00)	1,200.00 %
32610	Building Permits	20,000.00	(24,750.50)	123.75 %	1,666.67	(4,088.00)	245.28 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg		
				Budget Estimate	Actual	Estimate Avg/Mth	Actual			
32690		Other Permits		50.00	0.00	0.00 %	4.17	0.00	0.00 %	91.67%
32710		Sign Permits		950.00	(500.00)	52.63 %	79.17	0.00	0.00 %	
33100		Federal Grants		1,945,450.00	(98,244.08)	5.05 %	162,120.83	(257.64)	0.16 %	
33142		ARRA Grant #1 - Fiber Optic		200,417.00	(123,183.53)	61.46 %	16,701.42	0.00	0.00 %	
33143		ARRA Grant #2 - Callista Road Project		0.00	(32,968.34)	0.00 %	0.00	(29,027.59)	0.00 %	
33191		Fema Reimbursement		70,441.00	0.00	0.00 %	5,870.08	0.00	0.00 %	
33320		Tva Payments In Lieu Of Taxes		113,523.00	(87,709.50)	77.26 %	9,460.25	0.00	0.00 %	
33410		State Law Enforcement Education		22,400.00	(18,600.00)	83.04 %	1,866.67	(9,000.00)	482.14 %	
33450		Local Grant-Rob.Co. Sro		36,751.00	(36,751.00)	100.00 %	3,062.58	0.00	0.00 %	
33460		State Grant-Library Technology		6,100.00	(1,818.00)	29.80 %	508.33	0.00	0.00 %	
33510		State Sales Tax		662,986.00	(646,057.04)	97.45 %	55,248.83	(61,756.42)	111.78 %	
33520		State Income Tax		19,500.00	(30,104.13)	154.38 %	1,625.00	(87.59)	5.39 %	
33530		State Beer Tax		5,230.00	(5,070.12)	96.94 %	435.83	0.00	0.00 %	
33553		State Gasoline Inspection Fee		21,023.00	(19,265.86)	91.64 %	1,751.92	(1,751.16)	99.96 %	
33593		Corporate Excise Tax		16,000.00	(10,418.97)	65.12 %	1,333.33	0.00	0.00 %	
33710		County Grant - Senior Nutrition		9,500.00	(9,500.00)	100.00 %	791.67	0.00	0.00 %	
34120		Fees And Commissions		2,800.00	(1,720.73)	61.45 %	233.33	(75.00)	32.14 %	
34740		Parks And Rec League Fees		54,000.00	(77,752.88)	143.99 %	4,500.00	(773.00)	17.18 %	
34741		Field Maintenance Fees		7,785.00	(8,400.00)	107.90 %	648.75	0.00	0.00 %	
34760		Library Fines, Fees, And Other		7,000.00	(6,614.94)	94.50 %	583.33	(607.63)	104.17 %	
34793		Community Center Fees		15,000.00	(33,031.55)	220.21 %	1,250.00	(3,318.25)	265.46 %	
34900		Other Charges For Services		9,500.00	(7,579.50)	79.78 %	791.67	(882.00)	111.41 %	
35110		City Court Fines And Costs		150,000.00	(134,953.52)	89.97 %	12,500.00	(14,248.18)	113.99 %	
35130		Impoundment Charges		600.00	(230.00)	38.33 %	50.00	(65.00)	130.00 %	

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
36000		Other Revenues		22,500.00	(8,816.15)	39.18 %	1,875.00	(369.85)	19.73 %
36100		Interest Earnings		6,100.00	(5,010.05)	82.13 %	508.33	(460.50)	90.59 %
36210		Rent		19,275.00	(16,651.27)	86.39 %	1,606.25	(760.06)	47.32 %
36330		Sale Of Equipment		0.00	(4,189.06)	0.00 %	0.00	(1,213.13)	0.00 %
36350		Insurance Recoveries		0.00	(23,279.24)	0.00 %	0.00	(14,317.00)	0.00 %
36420		Stadium Receipts		6,200.00	(5,128.55)	82.72 %	516.67	0.00	0.00 %
36430		Tax Refunds (Overpayments)		0.00	(18.24)	0.00 %	0.00	(8.60)	0.00 %
36450		Parks Concessions		6,400.00	(19,831.44)	309.87 %	533.33	0.00	0.00 %
36700		Contri And Donation From Private		0.00	(11,044.08)	0.00 %	0.00	(1,000.00)	0.00 %
36960		Operating Transfer In From Other		130,000.00	0.00	0.00 %	10,833.33	0.00	0.00 %
		<b>Total Revenues</b>		<b>8,125,757.00</b>	<b>(5,908,414.57)</b>	<b>72.71 %</b>	<b>677,146.42</b>	<b>(414,362.74)</b>	<b>61.19 %</b>
		<b>Expenditures</b>							
41000		General Government		(313,563.00)	256,591.05	81.83 %	(26,130.25)	17,495.79	66.96 %
41210		City Court		(77,734.00)	68,010.16	87.49 %	(6,477.83)	5,570.57	85.99 %
41500		Financial Administration		(365,584.00)	294,556.16	80.57 %	(30,465.33)	30,950.76	101.59 %
41650		Human Resources		(137,766.00)	112,487.05	81.65 %	(11,480.50)	10,247.58	89.26 %
41670		Engineering		(1,491,500.00)	379,312.55	25.43 %	(124,291.67)	17,623.85	14.18 %
41700		Planning And Zoning		(268,162.00)	215,607.42	80.40 %	(22,346.83)	18,841.39	84.31 %
41800		General Government Buildings		(101,308.00)	85,860.06	84.75 %	(8,442.33)	5,270.69	62.43 %
41921		Special Events		(4,000.00)	2,463.47	61.59 %	(333.33)	0.00	0.00 %
42100		Police Patrol		(1,025,665.00)	848,935.75	82.77 %	(85,472.08)	55,508.81	64.94 %
42120		Police Support Services		(311,430.00)	258,193.27	82.91 %	(25,952.50)	22,587.61	87.03 %
42150		Police Administration		(187,257.00)	157,333.14	84.02 %	(15,604.75)	10,165.06	65.14 %
42151		Communications Services		(170,000.00)	157,515.14	92.66 %	(14,166.67)	15,823.42	111.69 %

110	General Fund	Account	Description	Year-To-Date		Monthly Comparative:		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual
42200		Fire Protection And Control	(1,613,297.00)	879,466.26	54.51 %	(134,441.42)	89,203.54	66.35 %
42210		Fire Administration And Inspection	(294,319.00)	251,237.98	85.36 %	(24,526.58)	15,599.23	63.60 %
43000		Public Works	(598,357.00)	509,822.99	85.20 %	(49,863.08)	18,489.65	37.08 %
43100		Highways And Streets	0.00	10.00	0.00 %	0.00	0.00	0.00 %
43200		Sanitation	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44310		Senior Citizen Activities	(40,066.00)	25,962.05	64.80 %	(3,338.83)	2,564.93	76.82 %
44700		Parks	(257,929.00)	235,920.53	91.47 %	(21,494.08)	16,433.06	76.45 %
44740		Park Maintenance	(602,902.00)	568,800.55	94.34 %	(50,241.83)	26,686.26	53.12 %
44800		Libraries	(183,342.00)	163,214.50	89.02 %	(15,278.50)	11,962.46	78.30 %
44880		Children's Library Services	(40,008.00)	34,910.75	87.26 %	(3,334.00)	121.36	3.64 %
51000		Misc Exp	(360,634.00)	154,785.53	42.92 %	(30,052.83)	57,461.89	191.20 %
58802		ARRA Grant #1 - Fiber Optic	(450,417.00)	205,323.78	45.59 %	(37,534.75)	4,307.48	11.48 %
58803		ARRA Grant #2 - Callista Road Project	0.00	29,027.59	0.00 %	0.00	0.00	0.00 %
<b>Total</b>		<b>Expenditures</b>	<b>(8,895,240.00)</b>	<b>5,895,347.73</b>	<b>66.28 %</b>	<b>(741,270.00)</b>	<b>452,915.39</b>	<b>61.10 %</b>
<b>Total</b>	<b>110</b>	General Fund	<b>(769,483.00)</b>	<b>(13,066.84)</b>	<b>-1.70 %</b>	<b>(64,123.58)</b>	<b>38,552.65</b>	<b>60.12 %</b>

Account	Description	Year-To-Date		Monthly Comparative:			
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
120	Industrial Development Fund						91.67%
<b>Revenues</b>							
33800	Local Revenue Allocations	43,000.00	(43,519.72)	101.21 %	3,583.33	0.00	0.00 %
36100	Interest Earnings	150.00	(40.75)	27.17 %	12.50	(9.93)	79.44 %
	<b>Total Revenues</b>	<b>43,150.00</b>	<b>(43,560.47)</b>	<b>100.95 %</b>	<b>3,595.83</b>	<b>(9.93)</b>	<b>0.28 %</b>
<b>Expenditures</b>							
48000	Economic Opportunity	(54,500.00)	42,819.55	78.57 %	(4,541.67)	491.00	10.81 %
	<b>Total Expenditures</b>	<b>(54,500.00)</b>	<b>42,819.55</b>	<b>78.57 %</b>	<b>(4,541.67)</b>	<b>491.00</b>	<b>10.81 %</b>
<b>Total 120</b>	Industrial Development Fund	<b>(11,350.00)</b>	<b>(740.92)</b>	<b>-6.53 %</b>	<b>(945.83)</b>	<b>481.07</b>	<b>50.86 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
121	State Street Aid Fund					91.67%
<b>Revenues</b>						
33551	State Gasoline And Motor Fuel Tax	273,296.00	(241,690.73)	22,774.67	(23,552.54)	103.42 %
36100	Interest Earnings	120.00	(33.16)	10.00	(2.18)	21.80 %
	<b>Total Revenues</b>	<b>273,416.00</b>	<b>(241,723.89)</b>	<b>22,784.67</b>	<b>(23,554.72)</b>	<b>103.38 %</b>
<b>Expenditures</b>						
43100	Highways And Streets	(256,500.00)	238,000.26	(21,375.00)	0.00	0.00 %
	<b>Total Expenditures</b>	<b>(256,500.00)</b>	<b>238,000.26</b>	<b>(21,375.00)</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Total 121</b>	State Street Aid Fund	<b>16,916.00</b>	<b>(3,723.63)</b>	<b>1,409.67</b>	<b>(23,554.72)</b>	<b>1,670.94</b>

122	Parks Sales Tax Fund	Account	Description	Year-To-Date			Monthly Comparative:		% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
		36100	Interest Earnings	900.00	(251.85)	27.98 %	75.00	(20.77)	27.69 %
		36425	Parks Sales Tax Receipts	79,000.00	(70,982.30)	89.85 %	6,583.33	(6,142.39)	93.30 %
		36700	Contri And Donation From Private	20,000.00	(20,520.00)	102.60 %	1,666.67	0.00	0.00 %
		<b>Total</b>	<b>Revenues</b>	<b>99,900.00</b>	<b>(91,754.15)</b>	<b>91.85 %</b>	<b>8,325.00</b>	<b>(6,163.16)</b>	<b>74.03 %</b>
		49000	Debt Service	(142,884.00)	132,250.79	92.56 %	(11,907.00)	115,941.88	973.73 %
		<b>Total</b>	<b>Expenditures</b>	<b>(142,884.00)</b>	<b>132,250.79</b>	<b>92.56 %</b>	<b>(11,907.00)</b>	<b>115,941.88</b>	<b>973.73 %</b>
<b>Total</b>	<b>122</b>		Parks Sales Tax Fund	<b>(42,984.00)</b>	<b>40,496.64</b>	<b>94.21 %</b>	<b>(3,582.00)</b>	<b>109,778.72</b>	<b>3,064.73</b>

123	Solid Waste Fund	Account	Description	Year-To-Date		Monthly Comparative:			
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
				682,000.00	(633,594.50)	92.90 %	56,833.33	(57,497.00)	101.17 %
34400		Sanitation - User Fees		1,000.00	(806.55)	80.66 %	83.33	(68.82)	82.58 %
36100		Interest Earnings		0.00	(105,000.00)	0.00 %	0.00	0.00	0.00 %
36330		Sale Of Equipment		0.00	(1,658.95)	0.00 %	0.00	0.00	0.00 %
36350		Insurance Recoveries		5,000.00	(16,569.99)	331.40 %	416.67	(2,507.55)	601.81 %
37794		Sale Of Materials							
		<b>Total Revenues</b>		<b>688,000.00</b>	<b>(757,629.99)</b>	<b>110.12 %</b>	<b>57,333.33</b>	<b>(60,073.37)</b>	<b>104.78 %</b>
		<b>Expenditures</b>							
43000		Public Works		0.00	0.00	0.00 %	0.00	0.00	0.00 %
43200		Sanitation		(733,084.00)	645,552.13	88.06 %	(61,090.33)	21,445.56	35.10 %
49000		Debt Service		(101,980.00)	101,983.78	100.00 %	(8,498.33)	98,485.32	1,158.88 %
		<b>Total Expenditures</b>		<b>(835,064.00)</b>	<b>747,535.91</b>	<b>89.52 %</b>	<b>(69,588.67)</b>	<b>119,930.88</b>	<b>172.34 %</b>
<b>Total</b>	<b>123</b>	<b>Solid Waste Fund</b>		<b>(147,064.00)</b>	<b>(10,094.08)</b>	<b>-6.86 %</b>	<b>(12,255.33)</b>	<b>59,857.51</b>	<b>488.42 %</b>

124	Impact Fees	Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
								91.67%
36100		Interest Earnings		1,000.00	(326.74)	83.33	(23.90)	28.68 %
36421		Roads Impact Fees		16,000.00	(1,692.26)	1,333.33	(190.50)	14.29 %
36422		Parks Impact Fees		15,000.00	(1,118.20)	1,250.00	(198.00)	15.84 %
36423		Police Impact Fees		11,000.00	(844.57)	916.67	(84.60)	9.23 %
36424		Fire Impact Fees		7,000.00	(594.49)	583.33	(93.00)	15.94 %
		<b>Total Revenues</b>		<b>50,000.00</b>	<b>(4,576.26)</b>	<b>4,166.67</b>	<b>(590.00)</b>	<b>14.16 %</b>
		<b>Expenditures</b>						
51010		Roads Impact Fees		(37,950.00)	7,813.85	(3,162.50)	7,650.00	241.90 %
51040		Fire Impact Fees		(39,845.00)	39,807.33	(3,320.42)	38,622.50	1,163.18 %
		<b>Total Expenditures</b>		<b>(77,795.00)</b>	<b>47,621.18</b>	<b>(6,482.92)</b>	<b>46,272.50</b>	<b>713.76 %</b>
<b>Total</b>	<b>124</b>	<b>Impact Fees</b>		<b>(27,795.00)</b>	<b>43,044.92</b>	<b>(2,316.25)</b>	<b>45,682.50</b>	<b>1,972.26</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
140	Police Drug Fund					91.67%
<b>Revenues</b>						
31610	Local Sales Tax - Co. Trustee	1,200.00	(475.00)	100.00	0.00	0.00 %
33100	Federal Grants	0.00	0.00	0.00	0.00	0.00 %
35130	Impoundment Charges	400.00	0.00	33.33	0.00	0.00 %
35140	Drug Related Fines	15,500.00	(5,442.60)	1,291.67	(147.18)	11.39 %
36000	Other Revenues	0.00	(100.00)	0.00	0.00	0.00 %
36100	Interest Earnings	100.00	(63.85)	8.33	(4.07)	48.84 %
	<b>Total Revenues</b>	<b>17,200.00</b>	<b>(6,081.45)</b>	<b>1,433.33</b>	<b>(151.25)</b>	<b>10.55 %</b>
<b>Expenditures</b>						
42129	Drug Investigation And Control	(26,800.00)	25,583.15	(2,233.33)	48.33	2.16 %
	<b>Total Expenditures</b>	<b>(26,800.00)</b>	<b>25,583.15</b>	<b>(2,233.33)</b>	<b>48.33</b>	<b>2.16 %</b>
<b>Total 140</b>	<b>Police Drug Fund</b>	<b>(9,600.00)</b>	<b>19,501.70</b>	<b>(800.00)</b>	<b>(102.92)</b>	<b>-12.87 %</b>

200	Debt Service Fund (General)	Account	Description	Year-To-Date		Monthly Comparative:			% of Avg
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	
<b>Revenues</b>									
31110		Real & Personal Property Tax		(656,948.15)	99.54 %	55,000.00	(2,259.39)	4.11 %	
36100		Interest Earnings		(234.29)	39.05 %	50.00	(54.87)	109.74 %	
		<b>Total Revenues</b>		<b>(657,182.44)</b>	<b>99.48 %</b>	<b>55,050.00</b>	<b>(2,314.26)</b>	<b>4.20 %</b>	
<b>Expenditures</b>									
49000		Debt Service		671,789.96	99.12 %	(56,476.83)	510,138.63	903.27 %	
		<b>Total Expenditures</b>		<b>671,789.96</b>	<b>99.12 %</b>	<b>(56,476.83)</b>	<b>510,138.63</b>	<b>903.27 %</b>	
<b>Total</b>	<b>200</b>	Debt Service Fund (General)		<b>14,607.52</b>	<b>85.31 %</b>	<b>(1,426.83)</b>	<b>507,824.37</b>	<b>35,591.01</b>	

412 Sewer Fund	Account	Description	Year-To-Date		Monthly Comparative:			
			Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
								91.67%
	<b>Revenues</b>							
	33191	Fema Reimbursement	25,131.00	0.00	0.00 %	2,094.25	0.00	0.00 %
	34900	Bulk Disposal Fee	800.00	(1,650.00)	206.25 %	66.67	0.00	0.00 %
	36000	Other Revenues	15,000.00	(23,908.99)	159.39 %	1,250.00	(10.00)	0.80 %
	36100	Interest Earnings	3,200.00	(2,443.94)	76.37 %	266.67	(245.51)	92.07 %
	36330	Sale Of Equipment	0.00	(2,792.58)	0.00 %	0.00	0.00	0.00 %
	36350	Insurance Recoveries	0.00	(14,752.40)	0.00 %	0.00	0.00	0.00 %
	36920	Sale Of Bonds	6,303,988.00	(838,529.00)	13.30 %	525,332.33	0.00	0.00 %
	37210	Application Fees	32,000.00	(25,190.00)	78.72 %	2,666.67	(1,525.00)	57.19 %
	37220	Administrative Fees	11,000.00	(9,325.00)	84.77 %	916.67	(1,700.00)	185.45 %
	37230	Sewer User Fees	2,500,000.00	(2,319,937.67)	92.80 %	208,333.33	(205,145.68)	98.47 %
	37298	Capacity Fees	42,000.00	(49,850.00)	118.69 %	3,500.00	(5,700.00)	162.86 %
	37995	Connection Fees	4,000.00	(4,350.00)	108.75 %	333.33	(750.00)	225.00 %
		<b>Total Revenues</b>	<b>8,937,119.00</b>	<b>(3,292,729.58)</b>	<b>36.84 %</b>	<b>744,759.92</b>	<b>(215,076.19)</b>	<b>28.88 %</b>
	<b>Expenditures</b>							
	49000	Debt Service	(372,792.00)	359,934.74	96.55 %	(31,066.00)	283,128.04	911.38 %
	52117	Administration And General Expenses	(599,807.00)	486,382.81	81.09 %	(49,983.92)	38,624.24	77.27 %
	52210	Collection	(5,930,748.00)	1,366,853.78	23.05 %	(494,229.00)	27,566.55	5.58 %
	52213	Sewer Treatment And Disposal	(915,462.00)	341,810.30	37.34 %	(76,288.50)	27,314.70	35.80 %
	52223	Depreciation	(618,700.00)	598,342.25	96.71 %	(51,558.33)	54,394.75	105.50 %
	58804	ARRA Assistance - Sewer Rehab	(803,988.00)	607,370.98	75.54 %	(66,999.00)	0.00	0.00 %
		<b>Total Expenditures</b>	<b>(9,241,497.00)</b>	<b>3,760,694.86</b>	<b>40.69 %</b>	<b>(770,124.75)</b>	<b>431,028.28</b>	<b>55.97 %</b>
	<b>Total 412</b>	<b>Sewer Fund</b>	<b>(304,378.00)</b>	<b>467,965.28</b>	<b>153.74 %</b>	<b>(25,364.83)</b>	<b>215,952.09</b>	<b>851.38 %</b>

Account	Description	Year-To-Date		Monthly Comparative:		% of Avg
		Budget Estimate	Actual	Estimate Avg/Mth	Actual	
416	Healthcare Fund					91.67%
<b>Revenues</b>						
36000	Other Revenues	0.00	(283.50)	0.00	0.00	0.00 %
36100	Interest Earnings	300.00	(299.28)	25.00	(21.03)	84.12 %
36960	Operating Transfer in From Other	161,509.00	(29,566.04)	13,459.08	0.00	0.00 %
	<b>Total Revenues</b>	<b>161,809.00</b>	<b>(30,148.82)</b>	<b>13,484.08</b>	<b>(21.03)</b>	<b>0.16 %</b>
<b>Expenditures</b>						
43400	Cemeteries	0.00	0.00	0.00	0.00	0.00 %
51520	Insurance Employers Share	(181,194.00)	46,817.12	(15,099.50)	3,984.86	26.39 %
	<b>Total Expenditures</b>	<b>(181,194.00)</b>	<b>46,817.12</b>	<b>(15,099.50)</b>	<b>3,984.86</b>	<b>26.39 %</b>
<b>Total</b>	<b>416 Healthcare Fund</b>	<b>(19,385.00)</b>	<b>16,668.30</b>	<b>(1,615.42)</b>	<b>3,963.83</b>	<b>245.38 %</b>

433	Hillcrest City Cemetery	Account	Description	Year--To-Date		Monthly Comparative:		% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual	
		<b>Revenues</b>						91.67%
34110		General Services		2,275.00	(1,326.00)	189.58	(78.00)	41.14 %
34321		Cemetery Burial Charges		150.00	(1,250.00)	12.50	0.00	0.00 %
34323		Grave - Opening And Closing Fees		14,200.00	(11,450.00)	1,183.33	(1,750.00)	147.89 %
36100		Interest Earnings		340.00	(233.68)	28.33	(18.46)	65.15 %
36340		Sale Of Cemetery Lots		15,500.00	(1,500.00)	1,291.67	0.00	0.00 %
		<b>Total Revenues</b>		<b>32,465.00</b>	<b>(15,759.68)</b>	<b>2,705.42</b>	<b>(1,846.46)</b>	<b>68.25 %</b>
		<b>Expenditures</b>						
43400		Cemeteries		(42,606.00)	33,008.69	(3,550.50)	1,059.37	29.84 %
		<b>Total Expenditures</b>		<b>(42,606.00)</b>	<b>33,008.69</b>	<b>(3,550.50)</b>	<b>1,059.37</b>	<b>29.84 %</b>
<b>Total</b>	<b>433</b>	Hillcrest City Cemetery		<b>(10,141.00)</b>	<b>17,249.01</b>	<b>(845.08)</b>	<b>(787.09)</b>	<b>-93.14 %</b>

RESOLUTIONS....

*June 12, 2013*

## **M E M O R A N D U M**

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Amanda Brewton, City Recorder  
**Re:** Resolution 13-09

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Resolution 13-09 includes revisions to the Personnel Manual by City Administrator Gerald Herman and Human Resources Director Cheryl Lewis-Smith. I have included a copy of the changes behind this memo that includes comments noting deletions and insertions for your convenience. The official copy of all changes is located with the resolution. Please let me know if you have any questions. Thanks!

**City of White House  
Personnel Manual  
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- 1.1 Purpose and Objectives
- 1.2 Personnel Policy Statement
- 1.3 Coverage
- 1.4 Administration
- 1.5 Organizational Chart

**Comment [ap1]:**  
*Inserted: Organizational Chart*

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**Comment [ap2]:**  
*Inserted: 5.18 Separation Requirements*

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**Comment [ap3]:**  
*Inserted: 6.14 - Election Day Leave*

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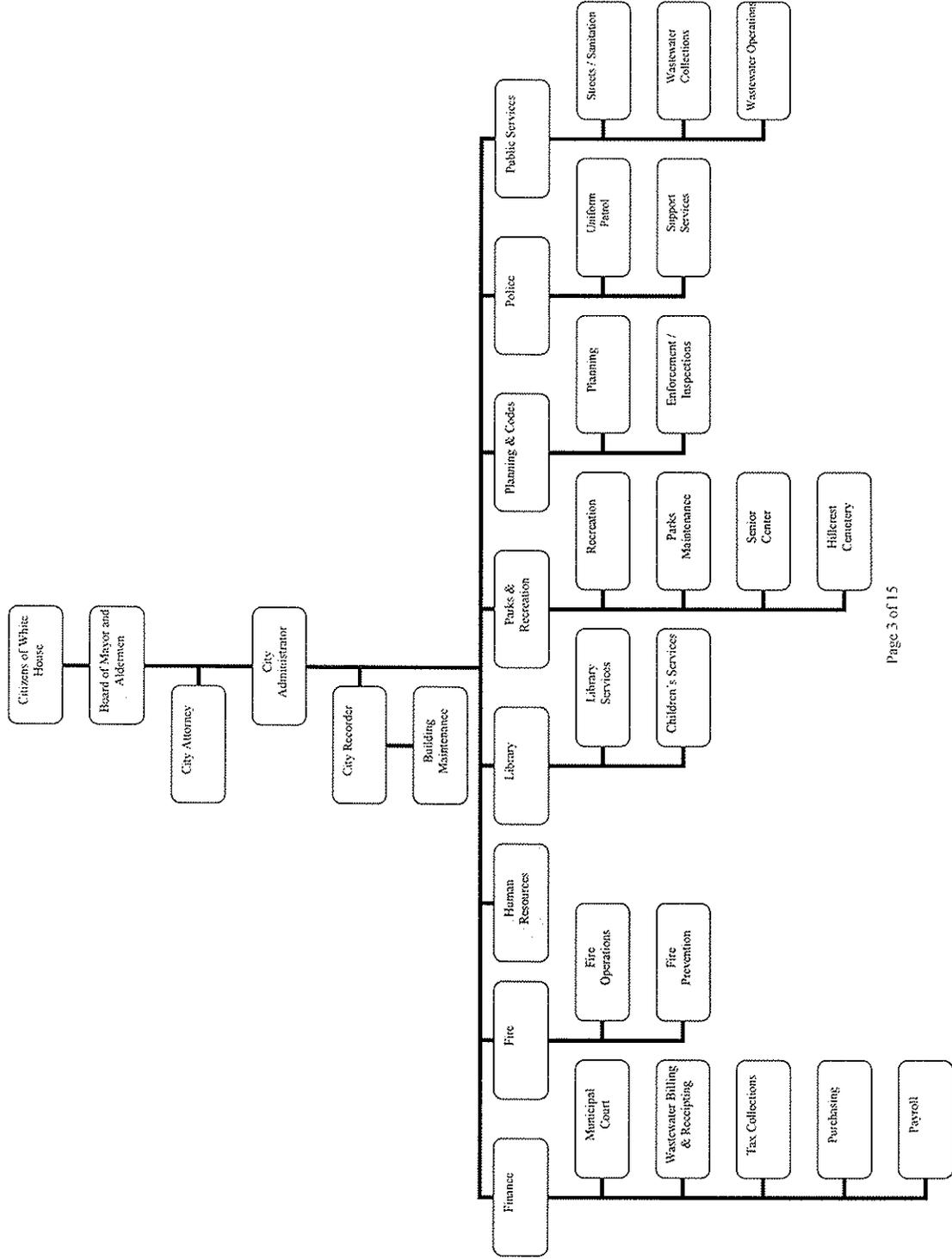
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**SECTION 1 PERSONNEL POLICIES**

**City of White House Organizational Chart 1.5**



**SECTION 2 - DEFINITIONS**

**Guests of the City** – Persons with which the City is conducting business, citizens involved in public safety ride-alongs per departmental policies, persons who the City Department is responsible for transport in a public safety setting, etc.

**Part-time Employee** – An employee appointed to fill a vacancy or a newly created position who works less than a forty ~~thirty~~ hour week. Only employees who work more than thirty hours per week are eligible for benefits.

**Comment [ap4]:**  
*Deleted: , etc*

**Comment [ap5]:**  
*Deleted: forty  
Inserted: thirty*

**SECTION 5 - EMPLOYMENT**

**5.8. TYPES OF EMPLOYEES**

5.8.2. **Part-Time Employee.** Part-time employees work less than ~~40~~ 30 hours per week on a regular basis. Employees hired prior to 7/1/2000, working at least 30 hours a week are eligible for City leave benefits on a prorated basis according to the actual hours worked. ~~Employees who work at least 30 hours a week are also eligible for additional benefits through the City.~~ A part-time employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

**Comment [ap6]:**  
*Deleted: 40  
Inserted: 30*

**Comment [ap7]:**  
*Inserted: hired prior to 7/1/2000*

**Comment [ap8]:**  
*Deleted: Employees who work at least 30 hours a week are also eligible for additional benefits through the City.*

5.8.3. **Temporary Employee and/or Part-Time Employee.** A temporary employee is an employee who works full-time but not exceeding three months per term of employment. Temporary employees receive no benefits except insurance coverage under Workers' Compensation. Temporary and part-time employees may be terminated at any time during the course of their employment without recourse.

**Comment [ap9]:**  
*Deleted: and/or Part-Time Employee*

**Comment [ap10]:**  
*Deleted: and part-time*

5.8.5. **Volunteers Firefighters.** Volunteer firefighters are appointed by the Fire Chief when necessary. Volunteers are reimbursed based on the "Membership Points & Incentive Program" and receive no other compensation or benefits. ~~Except Volunteer firefighters and reserve police officers receive coverage under the liability coverage of the City and Workers' Compensation. All volunteers are required to sign a waiver of liability form and filed with Human Resources Department.~~

**Comment [ap11]:**  
*Deleted: Firefighters. Volunteer firefighters are appointed by the Fire Chief when necessary.*

**Comment [ap12]:**  
*Deleted: are reimbursed based on the "Membership Points & Incentive Program" and*

**5.11. PERFORMANCE APPRAISAL / EVALUATION**

~~Each employee may be given a performance evaluation at the midpoint and completion of his/her respective probationary period by the immediate supervisor. Annually, each employee's performance may be formally reviewed by his/her immediate supervisor, once the employee has served in his/her position for a minimum of one (1) year at time of evaluation. The written evaluation will be discussed with the employee. By this means, it is intended that each employee will have adequate opportunity to correct any weaknesses that may hinder satisfactory job performance. Each written evaluation, once signed by the employee will be forwarded to Human Resources for inclusion in the employee's personnel file. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The overall rating will be one of the following five levels:~~

**Comment [ap13]:**  
*Deleted: other*

**Comment [ap14]:**  
*Deleted: Except*

**Comment [ap15]:**  
*Inserted: Volunteer firefighters and reserve police officers receive*

**Comment [ap16]:**  
*Inserted: All volunteers are required to sign a waiver of liability form and filed with Human Resources Department.*

**Comment [ap17]:**  
*Deleted: Entire Section*

Rating	Definition of Rating	Guidelines
<b>Outstanding</b>	<del>Exceptional, extraordinary, well above standard. Employee achieves all major objectives, most by a wide margin. Performance is consistently characterized by exceptionally high-quality work. Contributions to the City are repeatedly far above the requirements of the position.</del>	<del>Use when performance is exceptional. Far exceeds requirements.</del>

<b>Above Standard</b>	Performance exceeds position requirements. Consistently meets all major objectives, producing high-quality work. Makes valuable contributions to the organization and contributes more than required share. Takes initiative beyond job responsibilities. Requires minimal supervision.	Use when performance consistently exceeds standards.  Exceeds requirements.
<b>Solid Performer</b>	Satisfactory and competent performance. Meets all performance requirements and produces quality work. Performance on some objectives exceeds requirements; may be deficient in a few, but overall performance is solid. Requires moderate supervision.	Use when all standards for successful performance are met.  Meets all requirements.
<b>Improvement Needed</b>	In general, meets performance requirements and accomplishes objectives. Understands basic job responsibilities. Needs some growth and development. May be new in job. Requires supervision.	Use when performance standards are generally not met. Meets minimum requirements.
<b>Unsatisfactory</b>	Performance is clearly below the level of acceptability. Unable to perform essential functions. Deficiencies may be correctable. Requires frequent counsel, guidance, and close supervision.	Use when performance has been deteriorating.  Fails to meet requirements.

Formal employee evaluations will be conducted annually during the month of January for the preceding calendar year. It is expected that each Department Head, Supervisor and/or other Department designee complete and disseminate evaluations accordingly to respective employees/direct reports. Each employee is afforded an opportunity to meet "individually" with his/her evaluator to discuss evaluation ratings. Completed/Signed evaluations are then forwarded to the Department of Human Resources and City Administrator for appropriate review and filing. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

**Comment [ap18]:**  
Inserted: Entire Paragraph

The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

**Rating Period** The annual rating period for pay-for-performance begins ~~July~~ January 1 of each year and ends ~~June 30~~ of the following year December 31. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

**Comment [ap19]:**  
Deleted: July  
Inserted: January

**Comment [ap20]:**  
Deleted: June 30 of the following year  
Inserted: December 31

**Assessment** The supervisor or Department Head and employee will review the job description together, and determine if the job description properly describes the duties and responsibilities of the

~~position. Job descriptions will be amended or revised as necessary. The supervisor will also review and assess employee performance on each job element. Non-Department Heads will be assessed on (1) Basic Performance Standards, (2) Additional Performance Standards, and, if in a supervisory role, (3) Supervisor's Performance Standards. Department Heads will have a separate appraisal form, and may be assessed on goals and objectives and performance attributes. The tentative rating assigned to each section of the appraisal and the overall performance rating will be discussed with the employee.~~

~~Effective Date for Merit. The award of pay for performance will be given as a bonus rate increase in December July following the performance appraisal period as the budget allows.~~

**5.18. SEPARATION REQUIREMENTS**

Upon separation from employment, employees are expected to settle all financial balances, obligations, debts, etc., for goods and services and other job related expenditures issued and afforded while employed by the city. Arrangements should be made with the Department of Human Resources to ensure timely measures in securing and retrieving due funds. The City of White House has the authority to deduct owed amounts from regular and final payroll checks as deemed appropriate.

Employees must comply accordingly with City of White House monetary reimbursement requirements to prevent forfeiture of funds from payroll and final employment checks. Reimbursement is payable at the actual and/or existing attached value amount of those said services, items or goods.

Employees refusing to follow established protocol to pay for goods, items and services used and/or received while in the context of their jobs for both work related or personal usage are subject to receiving imposed legal sanctions, fines, etc., as applicable to the situation.

Understanding of this policy is acknowledged by receipt of the City of White House Employee Personnel Manual.

**5.198. STAFF REDUCTION POLICY**

**SECTION 6 - BENEFITS AND LEAVE POLICY**

**6.1. HOLIDAYS**

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. ~~New~~ Non-exempt employees are not eligible for paid holidays ~~while serving during their first 90-days probationary period of employment.~~

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Thursday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Wednesday in November
Day After Thanksgiving	4th Thursday in November
Holiday Employee Luncheon	Half Day on the Last Work Day Before Christmas Eve
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>

~~The City of White House follows the Sumner County holiday schedule.~~

**Comment [ap21]:**  
*Deleted:* Entire Paragraph

**Comment [ap22]:**  
*Deleted:* bonus  
*Inserted:* rate increase

**Comment [ap23]:**  
*Deleted:* December  
*Inserted:* July

**Comment [ap24]:**  
*Inserted:* **5.18. SEPARATION REQUIREMENTS**

*Upon separation from employment, employees are expected to settle all financial balances, obligations, debts, etc., for goods and services and other job related expenditures issued and afforded while employed by the city. Arrangements should be made with the Department of Human Resources to ensure timely measures in securing and retrieving due funds. The City of White House has the authority to deduct owed amounts from regular and final payroll checks as deemed appropriate.*

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*Understanding of this policy is acknowledged by receipt of the City of White House Employee Personnel Manual.*

**Comment [ap25]:**  
*Deleted:* 8  
*Inserted:* 9

**Comment [ap26]:**  
*Deleted:* New

**Comment [ap27]:**  
*Deleted:* while serving  
*Inserted:* during

**Comment [ap28]:**  
*Inserted:* first

**Comment [ap29]:**  
*Deleted:* probationary period  
*Inserted:* of employment

**Comment [ap30]:**  
*Inserted:* Half Day on the Last Work Day Before Christmas Eve

**Comment [ap31]:**  
*Deleted:* The City of White House follows the Sumner County holiday schedule.

6.3. ANNUAL VACATION WITH PAY

Eligibility. ~~Part-time.~~ Temporary and seasonal employees are not eligible for leave.

Comment [ap32]:  
Inserted: Part-time

Termination of Employment. An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee gives at least two weeks' written notification ~~and works the entire notification period.~~ For notification of less than two weeks, the vacation payout shall be forfeited. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. ~~The termination date shall be the last date worked.~~

Comment [ap33]:  
Deleted: and works the entire notification period

Comment [ap34]:  
Deleted: The termination date shall be the last date worked

6.4. SICK LEAVE

Eligibility and Waiting Period. Sick leave may only be taken by ~~full-time~~ non-exempt employees after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Comment [ap35]:  
Inserted: full-time

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. ~~(Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.)~~ Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no sick leave accumulates.

Comment [ap36]:  
Inserted: (Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.)

Accrual. Each full-time employee will accrue sick leave at the rate of 3.69 hours per pay period to a maximum of 1040 hours. ~~Part-time employees will accrue benefits on a prorated basis according to the actual hours worked.~~ Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of 5.54 per pay period to a maximum of 1400.

Comment [ap37]:  
Deleted: Part-time employees will accrue benefits on a prorated basis according to the actual hours worked.

~~Maximum Accrual. Employees currently with an accrual balance more than the 1040 hour maximum will not accrue additional hours until the accrued balance falls below the 1040 hour maximum.~~

Comment [ap38]:  
Deleted: Maximum Accrual. Employees currently with an accrual balance more than the 1040 hour maximum will not accrue additional hours until the accrued balance falls below the 1040 hour maximum.

Retirement Credit. An employee who takes regular retirement may be paid for one-half of unused accrued sick leave allowance to a maximum of 520 hours at the employee's regular straight time rate of pay in effect as of the date of retirement. ~~Remainder of accrued sick hours will be reported to TCRS for consideration of retirement credit.~~

Comment [ap39]:  
Inserted: Remainder of accrued sick hours will be reported to TCRS for consideration of retirement credit.

6.14. ELECTION DAY LEAVE

Employees are eligible for paid-time-off to vote in-person on Election Day, if:

- (1) ~~The employee requests time-off for voting by noon the day before election day~~
- (2) ~~The employee's shift begins less than three hours after polls open and ends later than 4:00pm CST.~~

~~Department Heads must provide such an employee with a reasonable period of time in which to go vote, in any event, no more than three hours.~~

Comment [ap40]:  
Inserted: All of 6.14

**SECTION 7 - CONDUCT OF EMPLOYEES**

**Rule 26 - USE OF CITY OWNED PROPERTY/CELL PHONES**

The personal use of City-owned property is discouraged. City-owned property includes, but is not limited to, use of copiers, fax machines, telephones, computers, business cards, work badges, uniforms, and logo attire.

Employees issued a City-owned cellular phone due to the nature of their position shall be able to receive and initiate personal calls. However, should personal minutes or data usage exceed the number of minutes allowed by the City's cellular phone plan, the employee is responsible for reimbursement to the City for the overage of charges.

Employees shall utilize City owned property only for its intended purpose in accordance with established procedures and shall not abuse, damage, alter, tamper with, repair unless authorized, lose, or allow unauthorized persons to use City-owned property. All city-owned property issued to employees shall be maintained in a proper order. Intentionally defacing or damaging City property is not permitted. Employees are discouraged from texting information concerning contracts, personnel status and tort litigation issues. These types of messages must be kept for possible future open public records requests.

**Comment [ap41]:**  
*Inserted:* Employees are discouraged from texting information concerning contracts, personnel status and tort litigation issues. These types of messages must be kept for possible future open public records requests

Employees using personal equipment, such as cameras, tape recorders, tape measures, etc., do so at their own risk and no liability shall extend to the city for the loss or damage of such equipment.

**Rule 27 – CARRYING FIREARMS**

Employees shall only be allowed to carry firearms in accordance with Federal, State, and local laws and ordinances. Employees permitted to carry a handgun by the State of Tennessee are required to give a copy of permit to their department head and to the Human Resources Director. Handgun carry permit holders carrying a firearm in the workplace must keep their firearm concealed or secured in their vehicle. Improper display or misuse of a firearm is strictly prohibited. Violation of this policy will be considered a serious offense and could lead up to termination of employment.

**Comment [ap42]:**  
*Inserted:* Employees permitted to carry a handgun by the State of Tennessee are required to give a copy of permit to their department head and to the Human Resources Director. Handgun carry permit holders carrying a firearm in the workplace must keep their firearm concealed or secured in their vehicle. Improper display or misuse of a firearm is strictly prohibited. Violation of this policy will be considered a serious offense and could lead up to termination of employment.

**7.4. USE OF CITY VEHICLES AND EQUIPMENT**

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. As City property, smoking is not allowed in any City owned vehicle. Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

In some cases, take home use of a City owned vehicle is a fringe benefit and is considered taxable income. The required daily charge for use of a take home vehicle as issued by the Internal Revenue Service shall be reported annually by the City on employees' W-2 forms.

The City of White House employees that drive a City-owned vehicle will at all times operate them in a safe manner, adhering to all local, state, and federal traffic laws. Employees are expected to extend common driving courtesies to fellow motorists at all times. Employees must possess a valid driver's license with the proper endorsements in order to be eligible to operate a City-owned vehicle. Employer retains the right to, at any time during employment, verify independently that an employee's driver's license remains valid.

**Comment [ap43]:**  
*Inserted:* Employer retains the right to, at any time during employment, verify independently that an employee's driver's license remains valid.

The **Take Home Vehicle Policy** includes, but is not limited to, the provisions below:

**7.4.5.1** The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h)

- ~~Animal Control Officer~~ Scheduled On-Call Detective
- Police K9 Officer
- Police Patrol Division Supervisor
- Detective Sergeant
- Police Chief
- Fire Chief
- Fire Marshall
- Scheduled on-call utility worker
- Wastewater Collections Supervisor
- Emergency Response Team
- Wastewater Superintendent

**Comment [ap44]:**  
~~Deleted: Animal Control Officer~~  
~~Inserted: Scheduled On-Call Detective~~

7.4.5.2 As a general rule, the following are the only employees authorized assignment of a take home vehicle:

- City Administrator
- ~~Public Works Service Director~~
- Parks Director
- ~~Wastewater Director~~
- ~~City Engineer~~

**Comment [ap45]:**  
~~Deleted: Works~~  
~~Inserted: Service~~

**Comment [ap46]:**  
~~Deleted: Wastewater Director~~  
~~Deleted: City Engineer~~

**SECTION 3 – DISCIPLINARY PROCEDURES**

**8.1. DISCIPLINARY SYSTEM**

**PROCEDURE**

Administration of Discipline

**C. ~~Verbal Reprimand~~ Disciplinary Action**

1. Verbal Reprimand - If the employee misconduct is serious or a pattern of minor, repeated, or multiple acts of misconduct or mistakes, the employee will be reprimanded. A verbal reprimand is reduced to writing and is used to formally document conduct that does not comply with accepted standards.

**Comment [ap47]:**  
~~Deleted: Verbal Reprimand~~  
~~Inserted: Disciplinary Action~~

**Comment [ap48]:**  
~~Inserted: Verbal Reprimand~~

- D. An employee, who is the subject of a Disciplinary Hearing or Internal Affairs Investigation, will be provided all provisions of the *Rights of Employees* and procedural safeguards provided by applicable statutory and case law. ~~Employees taking part in a Chief's Hearing will be subject to the provisions of Garity V. New Jersey, 282US493; commonly known as the Garity Warning.~~

**Comment [ap49]:**  
~~Deleted: Employees taking part in a Chief's Hearing will be subject to the provisions of Garity V. New Jersey, 282US493; commonly known as the Garity Warning.~~

**8.1. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES**

Department Head Authority and Responsibilities

2. As due process prior to making a final disposition of all Internal Affairs *Sustained* investigations or other investigation of an employee.

- C. Employee Rights – An employee, will be required to read and sign the *Rights of Employees and Garity Warning* Forms.

**Comment [ap50]:**  
~~Inserted: to~~

**Comment [ap51]:**  
~~Deleted: and Garity Warning~~

Rev #	Date	Section Revised	Description of Revision(s)
1	01.16.09	All	Change in format from page enumeration to section enumeration.
2	01.16.09	10	Addition of Revision Log
3	01.16.09	6-13	Addition of Light Duty language to Worker Compensation Policy
4	01.16.09	7.3.2	Addition of language clarifying Safety Specific Personnel and guidelines to Drug Free Workplace policy
5	01.16.09	7.9.7	Addition of language clarifying departure times to Meals and Incidentals section of Travel Policy
7	01.16.09	7.17	Addition of clarifying language to Workplace Violence Policy
8	01.16.09	5.11	Addition of language clarifying annual eligibility of employees for performance evaluations.
9	01.16.09	Appendix	Elimination of appendix, as all attached appendices are now available on the Employee Intranet as individual docs
10	02.19.09	6.1	Align Holiday Schedule with 4 day work week
11	02.19.09	6.2	Aligns Holiday Pay with 10 hour work days
12	08.20.09	6.2	Clarification of policy for part-time workers
13	08.20.09	6.3	Clarifying language for accrual benchmarks
14	08.20.09	6.6	Clarification of policy
15	08.20.09	6.7	Policy clarification and definition of a "day" for purposes of leave administration
16	08.20.09	Definitions	Inclusion of approved-in-laws within bereavement policy
17	08.20.09	7.9.7	Clarification of policy to align with per diem and overnight travel
18	08.20.09	7.10	Alignment of City Vehicle use with IRS code taxable fringe guidelines
19	01.25.11	All	Changes to all sections of the handbook
20	05.15.12	All	Complete revision

CITY OF WHITE HOUSE

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interview Location: \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

YOUR RIGHTS

1. Prior to an internal interview concerning allegations of violations of administrative matters relating to the official business of the City of White House, the employee shall be advised as follows:
  - a. The employee is required to answer all questions fully and truthfully.
  - b. Refusal to comply with an order is a violation of department rules, which will subject the employee to disciplinary action.
  - c. Any required self-incriminating information disclosed will not be used against the employee in subsequent criminal proceedings.
  - d. ~~The form that is known as the GARRITY WARNING will be used for this purpose.~~
2. An employee shall have the right to be represented, at his expense, by an attorney or supervisor who may, at the request of the employee, be present at all times during the interview, provided such representation does not result in suspension or delay of the interview for an unreasonable period of time. The employee representative is limited to acting as an observer of the interview, except that where the interview focuses on or leads to, evidence of potential criminal activity by the employee. An employee's representative may advise and confer with the employee during the interview.
3. Interviews will be conducted by a supervisor employed by the City, of equal rank or above the employee being interviewed, by a member of the City Law Department or by an agent representing an outside law enforcement agency.
4. Interviews will be conducted at a reasonable hour, preferably at a time that the employee is on duty, and shall take place at the office of the interviewer or another location of mutual convenience.
5. There will be no more than three persons conducting the interview and they will be responsible for all questions directed to the employee.
6. Interview sessions shall be for reasonable periods and shall allow for such personal necessities and rest periods as are reasonably necessary.
7. Employees under investigation shall not be subjected to offensive language nor threatened with transfer, dismissal or disciplinary action during an interview. No promise or reward shall be made by an interviewer as an inducement to answer any question.
8. Interviews will be limited in scope to activities, circumstances, events, conduct or acts, which pertain to the complaint made.
9. No public statement will be made prior to a final decision being rendered.

**Comment [ap53]:**  
*Deleted. The form that is known as the GARRITY WARNING will be used for this purpose.*

- 10. No employee shall be compelled to speak or testify before, or be questioned by, any non-governmental agency, or group not directly involved in the investigation.
- 11. No employee shall be required or requested to disclose any item of his property, income, assets, source of income, debts or personal or domestic expenditures, including those of any member of his family or household, unless such information is reasonably necessary in investigating a possible conflict of interest with respect to the performance of his official duties or unless such disclosure is required by law or reasonably related to the matter under investigation.

I, \_\_\_\_\_, by my signature below, affirm that I have been advised of MY RIGHTS and have had any questions I had explained to me.

Employee Signature	ID#	Date
Witnessing Employee	ID#	Date

# City of White House Employee Performance Appraisal

Comment [ap54]:  
Inserted: Entire Form

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_ Job Title: \_\_\_\_\_

Appraisal Type: Six Month  Annual  Other

Rating Key: Meets Expectations= M/E Does Not Meet Expectation= DNM/E

### Job Performance, Knowledge and Skills:

- |   |                              |                                |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills.    | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance.                               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policy and procedures.       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Work is completed in a timely manner.                        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

### Communication & Interpersonal Skills:

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information.              | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public.        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships.         | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism.                       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| Overall Appraisal Rating:  | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Comments:

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**Employee Status:**

Annual Performance Appraisal Meets Expectations	YES <input type="checkbox"/>	NO <input type="checkbox"/>
No Disciplinary Suspension Issued During Evaluation Period	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Department Training Requirements Met	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Worked Full 12 Month Evaluation Period	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Expected Goals and Objectives for Next Appraisal Period:**

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**Employee Comments:**

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My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

Employee Signature	_____	Date	_____
Appraiser Signature	_____	Date	_____
Department Head Signature	_____	Date	_____
Human Resources Signature	_____	Date	_____
City Administrator Signature	_____	Date	_____

CITY OF WHITE HOUSE  
GARRITY WARNING

At this time, I am going to question you about \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~This questioning concerns administrative matters relating to the official business of the City of White House. I am not questioning you for the purpose of instituting a criminal prosecution against you. During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self-incriminating statements you make will be used against you in any criminal legal proceedings.~~

Since this is an administrative matter and any self-incriminating information you may disclose will not be used against you in a court of law, you are **ORDERED TO ANSWER MY QUESTIONS FULLY AND TRUTHFULLY**. This requirement is set forth in our Rules covering insubordination, truthfulness, and compliance with lawful orders.

If you refuse to answer my questions, or the questions of other interviewers assigned to this investigation, this in itself is a violation of City of White House Rules and you will be subject to disciplinary action up to and including dismissal.

1. Do you understand what I have just explained to you? \_\_\_\_\_ Initial if yes \_\_\_\_\_  
\_\_\_\_\_ Initial if yes \_\_\_\_\_

2. Do you have any questions about what I have just explained to you? If you do not have any questions or when your questions are answered, please initial: \_\_\_\_\_

I, \_\_\_\_\_, by my signature below, affirm that I have been advised of the GARRITY WARNING and have had its meaning explained to me.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Witnessing Employee \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

**Comment [ap55]:**  
Delete: Entire Form

RESOLUTION 13-09

**A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.**

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

**NOW, THEREFORE**, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 20<sup>th</sup> day of June 2013.

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Brewton, City Recorder

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Personnel Manual  
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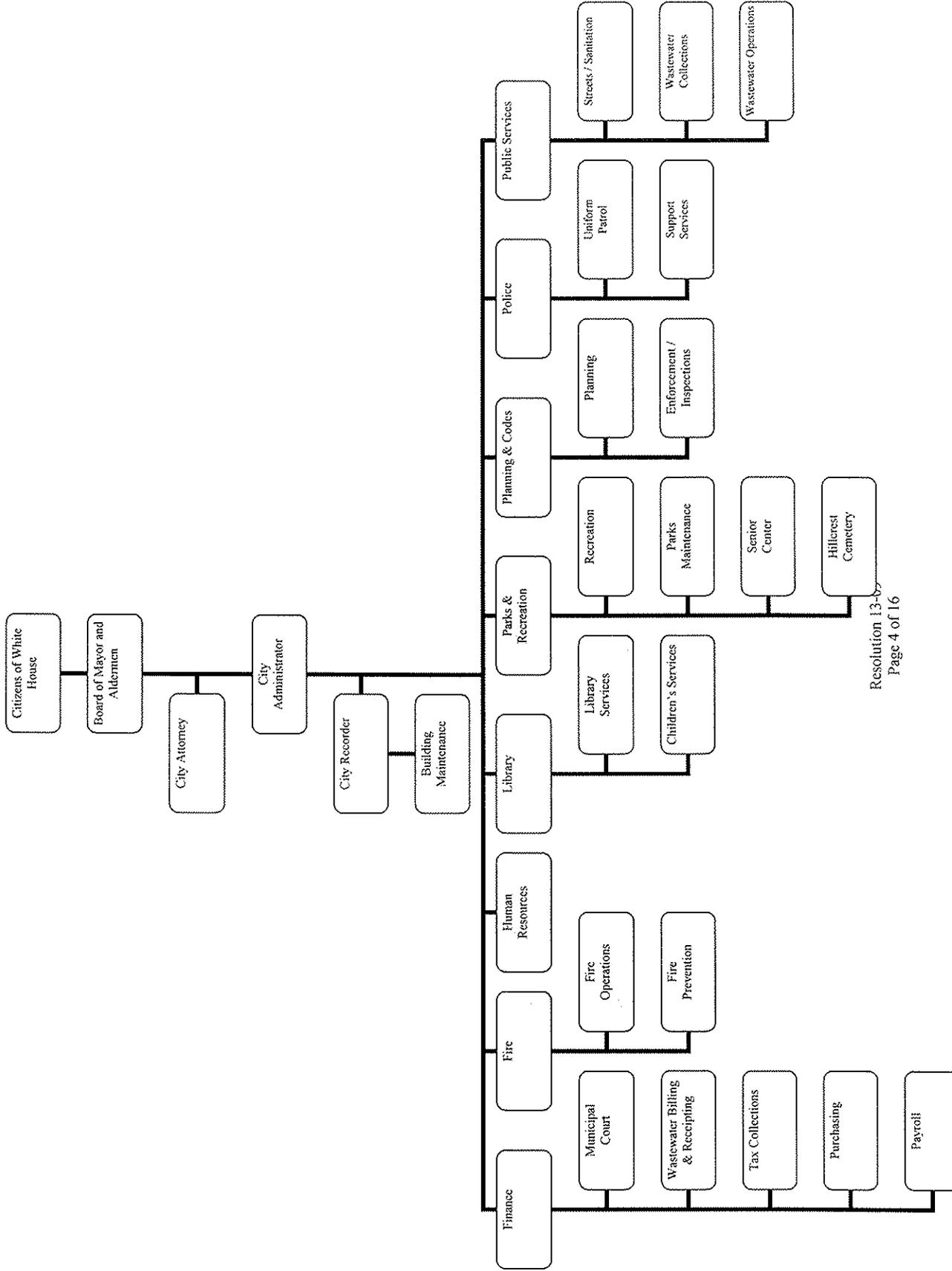
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**SECTION I PERSONNEL POLICIES**

**City of White House Organizational Chart 1.5**



**SECTION 2 – DEFINITIONS**

**Guests of the City** – Persons with which the City is conducting business, citizens involved in public safety ride-alongs per departmental policies, persons who the City Department is responsible for transport in a public safety setting, etc.

**Part-time Employee** – An employee appointed to fill a vacancy or a newly created position who works less than a forty thirty hour week. Only employees who work more than thirty hours per week are eligible for benefits.

**SECTION 5 – EMPLOYMENT**

**5.8. TYPES OF EMPLOYEES**

5.8.2. **Part-Time Employee.** Part-time employees work less than 40 30 hours per week on a regular basis. Employees hired prior to 7/1/2000 working at least 30 hours a week are eligible for City leave benefits on a prorated basis according to the actual hours worked. ~~Employees who work at least 30 hours a week are also eligible for additional benefits through the City.~~ A part-time employee may be terminated at any time with or without notice, with or without cause as long as the termination does not violate existing employment laws.

5.8.3. **Temporary Employee and/or Part-Time Employee.** A temporary employee is an employee who works full-time but not exceeding three months per term of employment. Temporary employees receive no benefits except insurance coverage under Workers' Compensation. Temporary and part-time employees may be terminated at any time during the course of their employment without recourse.

5.8.5. **Volunteers Firefighters.** Volunteer firefighters are appointed by the Fire Chief when necessary. ~~Volunteers are reimbursed based on the "Membership Points & Incentive Program" and receive no other compensation or benefits. Except~~ Volunteer firefighters and reserve police officers receive coverage under the liability coverage of the City and Workers' Compensation. All volunteers are required to sign a waiver of liability form and filed with Human Resources Department.

**5.11. PERFORMANCE APPRAISAL / EVALUATION**

~~Each employee may be given a performance evaluation at the midpoint and completion of his/her respective probationary period by the immediate supervisor. Annually, each employee's performance may be formally reviewed by his/her immediate supervisor, once the employee has served in his/her position for a minimum of one (1) year at time of evaluation. The written evaluation will be discussed with the employee. By this means, it is intended that each employee will have adequate opportunity to correct any weaknesses that may hinder satisfactory job performance. Each written evaluation, once signed by the employee will be forwarded to Human Resources for inclusion in the employee's personnel file. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The overall rating will be one of the following five levels:~~

Rating	Definition of Rating	Guidelines
<b>Outstanding</b>	Exceptional, extraordinary, well above standard. Employee achieves all major objectives, most by a wide margin. Performance is consistently characterized by exceptionally high quality work. Contributions to the City are repeatedly far above the requirements of the position.	Use when performance is exceptional.  Far exceeds requirements.

<b>Above Standard</b>	Performance exceeds position requirements. Consistently meets all major objectives, producing high-quality work. Makes valuable contributions to the organization and contributes more than required share. Takes initiative beyond job responsibilities. Requires minimal supervision.	Use when performance consistently exceeds standards.  Exceeds requirements.
<b>Solid Performer</b>	Satisfactory and competent performance. Meets all performance requirements and produces quality work. Performance on some objectives exceeds requirements; may be deficient in a few, but overall performance is solid. Requires moderate supervision.	Use when all standards for successful performance are met.  Meets all requirements.
<b>Improvement Needed</b>	In general, meets performance requirements and accomplishes objectives. Understands basic job responsibilities. Needs some growth and development. May be new in job. Requires supervision.	Use when performance standards are generally not met. Meets minimum requirements.
<b>Unsatisfactory</b>	Performance is clearly below the level of acceptability. Unable to perform essential functions. Deficiencies may be correctable. Requires frequent counsel, guidance, and close supervision.	Use when performance has been deteriorating.  Fails to meet requirements.

Formal employee evaluations will be conducted annually during the month of January for the preceding calendar year. It is expected that each Department Head, Supervisor and/or other Department designee complete and disseminate evaluations accordingly to respective employees/direct reports. Each employee is afforded an opportunity to meet "individually" with his/her evaluator to discuss evaluation ratings. Completed/Signed evaluations are then forwarded to the Department of Human Resources and City Administrator for appropriate review and filing. Performance appraisals should not be construed to confer any right on the part of the employee to continued employment. The City reserves the right to alter the terms and conditions of employment, including the manner in which performance is or is not appraised. The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

The appraisal is not final until it has been reviewed and acted upon by the City Administrator. Employees may appeal their performance appraisal via the City of White House Grievance/Disciplinary Appeal Form located in the appendix section of this manual. The employee also has an opportunity to object to the appraisal during the process on the appraisal form.

**Rating Period** The annual rating period for pay-for-performance begins ~~July~~ January 1 of each year and ends ~~June 30 of the following year~~ December 31. The supervisor will formally meet with each employee at the beginning of the rating period. During this meeting, the critical and non-critical elements and associated performance standards will be discussed, established and recorded. The supervisor and employee may meet again during the rating period to discuss progress. At the end of the rating period, the supervisor and employee will again formally meet to discuss accomplishments and deficiencies, with results recorded on the performance appraisal form. Means to correct deficiencies should also be discussed.

**Assessment** The supervisor or Department Head and employee will review the job description together, and determine if the job description properly describes the duties and responsibilities of the

position. Job descriptions will be amended or revised as necessary. The supervisor will also review and assess employee performance on each job element. Non-Department Heads will be assessed on (1) Basic Performance Standards, (2) Additional Performance Standards, and, if in a supervisory role, (3) Supervisor's Performance Standards. Department Heads will have a separate appraisal form, and may be assessed on goals and objectives and performance attributes. The tentative rating assigned to each section of the appraisal and the overall performance rating will be discussed with the employee.

**Effective Date for Merit.** The award of pay for performance will be given as a bonus rate increase in December July following the performance appraisal period as the budget allows.

#### **5.18. SEPARATION REQUIREMENTS**

Upon separation from employment, employees are expected to settle all financial balances, obligations, debts, etc., for goods and services and other job related expenditures issued and afforded while employed by the city. Arrangements should be made with the Department of Human Resources to ensure timely measures in securing and retrieving due funds. The City of White House has the authority to deduct owed amounts from regular and final payroll checks as deemed appropriate.

Employees must comply accordingly with City of White House monetary reimbursement requirements to prevent forfeiture of funds from payroll and final employment checks. Reimbursement is payable at the actual and/or existing attached value amount of those said services, items or goods.

Employees refusing to follow established protocol to pay for goods, items and services used and/or received while in the context of their jobs for both work related or personal usage are subject to receiving imposed legal sanctions, fines, etc., as applicable to the situation.

Understanding of this policy is acknowledged by receipt of the City of White House Employee Personnel Manual.

#### **5.198. STAFF REDUCTION POLICY**

### **SECTION 6 - BENEFITS AND LEAVE POLICY**

#### **6.1. HOLIDAYS**

All offices of the City of White House, except emergency and necessary operations, will be closed and employees excused on the holidays listed below. New Non-exempt employees are not eligible for paid holidays while serving during their first 90-days probationary period of employment.

New Year's Day	January 1st
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Thursday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Wednesday in November
Day After Thanksgiving	4th Thursday in November
<u>Holiday Employee Luncheon</u>	<u>Half Day on the Last Work Day Before Christmas Eve</u>
Christmas Eve	December 24th
Christmas Day	December 25 <sup>th</sup>

*The City of White House follows the Sumner County holiday schedule.*

### 6.3. ANNUAL VACATION WITH PAY

**Eligibility.** ~~Part-time, Temporary~~ and seasonal employees are not eligible for leave.

**Termination of Employment.** An employee who voluntarily separates from the employment of the City shall only be paid for his/her unused vacation leave if the employee gives at least two weeks' written notification ~~and works the entire notification period.~~ For notification of less than two weeks, the vacation payout shall be forfeited. Vacation leave payout will be at the employee's straight time rate of pay. Payment of the unused accrued vacation will only be made after the return of any issued City property. ~~The termination date shall be the last date worked.~~

### 6.4. SICK LEAVE

**Eligibility and Waiting Period.** Sick leave may only be taken by full-time non-exempt employees after the satisfactory completion of 90 days employment and only for the illness or injury of the employee, spouse, child or any other FMLA qualifying event. Sick leave benefits will commence on the first day of such absence and shall continue for as long as sick leave credit remains.

Sick leave hours deducted from an employee's sick leave accumulation shall be for the number of regular work hours absent and shall not include holidays and scheduled off days. (Sick time may not be used to achieve more than the standard hours of pay for their department in a work week or pay period.) Employees claiming sick leave while on annual leave must support their claim by a doctor's statement if requested by a Department Head or the City Administrator. When an employee is on "leave without pay" for 15 calendar days or more during any calendar month no sick leave accumulates.

**Accrual.** Each full-time employee will accrue sick leave at the rate of 3.69 hours per pay period to a maximum of 1040 hours. ~~Part-time employees will accrue benefits on a prorated basis according to the actual hours worked.~~ Members of the Fire Department working a 24 hour shift will accrue sick leave at the rate of 5.54 per pay period to a maximum of 1400.

~~**Maximum Accrual.** Employees currently with an accrual balance more than the 1040 hour maximum will not accrue additional hours until the accrued balance falls below the 1040 hour maximum.~~

**Retirement Credit.** An employee who takes regular retirement may be paid for one-half of unused accrued sick leave allowance to a maximum of 520 hours at the employee's regular straight time rate of pay in effect as of the date of retirement. Remainder of accrued sick hours will be reported to TCRS for consideration of retirement credit.

### 6.14. ELECTION DAY LEAVE

Employees are eligible for paid-time-off to vote in-person on Election Day, if:

- (1) The employee requests time-off for voting by noon the day before election day
- (2) The employee's shift begins less than three hours after polls open and ends later than 4:00pm CST.

Department Heads must provide such an employee with a reasonable period of time in which to go vote, in any event, no more than three hours.

## SECTION 7 – CONDUCT OF EMPLOYEES

### Rule 26 – USE OF CITY OWNED PROPERTY/CELL PHONES

The personal use of City-owned property is discouraged. City-owned property includes, but is not limited to, use of copiers, fax machines, telephones, computers, business cards, work badges, uniforms, and logo attire.

Employees issued a City-owned cellular phone due to the nature of their position shall be able to receive and initiate personal calls. However, should personal minutes or data usage exceed the number of minutes allowed by the City's cellular phone plan, the employee is responsible for reimbursement to the City for the overage of charges.

Employees shall utilize City owned property only for its intended purpose in accordance with established procedures and shall not abuse, damage, alter, tamper with, repair unless authorized, lose, or allow unauthorized persons to use City-owned property. All city-owned property issued to employees shall be maintained in a proper order. Intentionally defacing or damaging City property is not permitted. Employees are discouraged from texting information concerning contracts, personnel status and tort litigation issues. These types of messages must be kept for possible future open public records requests.

Employees using personal equipment, such as cameras, tape recorders, tape measures, etc., do so at their own risk and no liability shall extend to the city for the loss or damage of such equipment.

#### **Rule 27 – CARRYING FIREARMS**

Employees shall only be allowed to carry firearms in accordance with Federal, State, and local laws and ordinances. Employees permitted to carry a handgun by the State of Tennessee are required to give a copy of permit to their department head and to the Human Resources Director. Handgun carry permit holders carrying a firearm in the workplace must keep their firearm concealed or secured in their vehicle. Improper display or misuse of a firearm is strictly prohibited. Violation of this policy will be considered a serious offense and could lead up to termination of employment.

### **7.4. USE OF CITY VEHICLES AND EQUIPMENT**

Employees who are required to be assigned a City-owned vehicle shall use that vehicle in the execution of their official duties for the City. The vehicle shall be used daily in commuting to and from their place of employment.

City vehicles and equipment are considered City property, therefore, only approved City employees are allowed use of the vehicles and equipment. As City property, smoking is not allowed in any City owned vehicle. Riders who are not employees of the City, or guests of the City (as defined in Section 2 - Definitions) while conducting City business are expressly not allowed. Violations of the City Vehicle Use policy may result in disciplinary action up to, and including, termination of the employment.

In some cases, take home use of a City owned vehicle is a fringe benefit and is considered taxable income. The required daily charge for use of a take home vehicle as issued by the Internal Revenue Service shall be reported annually by the City on employees' W-2 forms.

The City of White House employees that drive a City-owned vehicle will at all times operate them in a safe manner, adhering to all local, state, and federal traffic laws. Employees are expected to extend common driving courtesies to fellow motorists at all times. Employees must possess a valid driver's license with the proper endorsements in order to be eligible to operate a City-owned vehicle. Employer retains the right to, at any time during employment, verify independently that an employee's driver's license remains valid.

The **Take Home Vehicle Policy** includes, but is not limited to, the provisions below:

**7.4.5.1** The following employees are required to commute to and from the workplace in a qualified, non-personal use vehicle as defined by IRS Reg. § 1.274-5T (k., Reg. § 1.132-5(h)

- ~~Animal Control Officer~~ Scheduled On-Call Detective
- Police K9 Officer
- Police Patrol Division Supervisor
- Detective Sergeant
- Police Chief
- Fire Chief
- Fire Marshall
- Scheduled on-call utility worker
- Wastewater Collections Supervisor
- Emergency Response Team
- Wastewater Superintendent

7.4.5.2 As a general rule, the following are the only employees authorized assignment of a take home vehicle:

- City Administrator
- Public ~~Works~~ Service Director
- Parks Director
- ~~Wastewater Director~~
- ~~City Engineer~~

## SECTION 8 – DISCIPLINARY PROCEDURES

### 8.1. DISCIPLINARY SYSTEM

#### PROCEDURE

##### Administration of Discipline

##### C. Verbal Reprimand Disciplinary Action

1. Verbal Reprimand - If the employee misconduct is serious or a pattern of minor, repeated, or multiple acts of misconduct or mistakes, the employee will be reprimanded. A verbal reprimand is reduced to writing and is used to formally document conduct that does not comply with accepted standards.
  
- D. An employee, who is the subject of a Disciplinary Hearing or Internal Affairs Investigation, will be provided all provisions of the *Rights of Employees* and procedural safeguards provided by applicable statutory and case law. ~~Employees taking part in a Chief's Hearing will be subject to the provisions of Garrity v. New Jersey, 282US493; commonly known as the Garrity Warning.~~

### 8.1. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES

#### Department Head Authority and Responsibilities

2. As due process prior to making a final disposition of all Internal Affairs *Sustained* investigations or other investigation of an employee.
  - C. Employee Rights – An employee, will be required to read and sign the *Rights of Employees and Garrity Warning* Forms.

**SECTION 10 PERSONNEL MANUAL REVISION LOG**

Rev #	Date	Section Revised	Description of Revision(s)
1	01.16.09	All	Change in format from page enumeration to section enumeration.
2	01.16.09	40	Addition of Revision Log
3	01.16.09	6.13	Addition of Light Duty language to Worker Compensation Policy
4	01.16.09	7.3.2	Addition of language clarifying Safety Specific Personnel and guidelines to Drug Free Workplace policy
5	01.16.09	7.9.7	Addition of language clarifying departure times to Meals and Incidentals section of Travel Policy
7	01.16.09	7.17	Addition of clarifying language to Workplace Violence Policy
8	01.16.09	5.11	Addition of language clarifying annual eligibility of employees for performance evaluations.
9	01.16.09	Appendix	Elimination of appendix, as all attached appendices are now available on the Employee Intranet as individual docs
10	02.19.09	6.1	Align Holiday Schedule with 4 day work week
11	02.19.09	6.2	Aligns Holiday Pay with 10-hour work days
12	08.20.09	6.2	Clarification of policy for part-time workers
13	08.20.09	6.3	Clarifying language for accrual benchmarks
14	08.20.09	6.6	Clarification of policy
15	08.20.09	6.7	Policy clarification and definition of a 'day' for purposes of leave administration
16	08.20.09	Definitions	Inclusion of approved in-laws within bereavement policy
17	08.20.09	7.9.7	Clarification of policy to align with per diem and overnight travel
18	08.20.09	7.10	Alignment of City Vehicle use with IRS code taxable fringe guidelines
19	01.25.11	All	Changes to all sections of the handbook
20	05.15.12	All	Complete revision

CITY OF WHITE HOUSE

Employee Name: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Interview Location: \_\_\_\_\_  
\_\_\_\_\_

Interviewer(s): \_\_\_\_\_  
\_\_\_\_\_

YOUR RIGHTS

1. Prior to an internal interview concerning allegations of violations of administrative matters relating to the official business of the City of White House, the employee shall be advised as follows:
  - a. The employee is required to answer all questions fully and truthfully.
  - b. Refusal to comply with an order is a violation of department rules, which will subject the employee to disciplinary action.
  - c. Any required self-incriminating information disclosed will not be used against the employee in subsequent criminal proceedings.
  - d. ~~The form that is known as the GARRITY WARNING will be used for this purpose.~~
2. An employee shall have the right to be represented, at his expense, by an attorney or supervisor who may, at the request of the employee, be present at all times during the interview, provided such representation does not result in suspension or delay of the interview for an unreasonable period of time. The employee representative is limited to acting as an observer of the interview, except that where the interview focuses on or leads to, evidence of potential criminal activity by the employee. An employee's representative may advise and confer with the employee during the interview.
3. Interviews will be conducted by a supervisor employed by the City, of equal rank or above the employee being interviewed, by a member of the City Law Department or by an agent representing an outside law enforcement agency.
4. Interviews will be conducted at a reasonable hour, preferably at a time that the employee is on duty, and shall take place at the office of the interviewer or another location of mutual convenience.
5. There will be no more than three persons conducting the interview and they will be responsible for all questions directed to the employee.
6. Interview sessions shall be for reasonable periods and shall allow for such personal necessities and rest periods as are reasonably necessary.
7. Employees under investigation shall not be subjected to offensive language nor threatened with transfer, dismissal or disciplinary action during an interview. No promise or reward shall be made by an interviewer as an inducement to answer any question.
8. Interviews will be limited in scope to activities, circumstances, events, conduct or acts, which pertain to the complaint made.
9. No public statement will be made prior to a final decision being rendered.

- 10. No employee shall be compelled to speak or testify before, or be questioned by, any non-governmental agency, or group not directly involved in the investigation.
- 11. No employee shall be required or requested to disclose any item of his property, income, assets, source of income, debts or personal or domestic expenditures, including those of any member of his family or household, unless such information is reasonably necessary in investigating a possible conflict of interest with respect to the performance of his official duties or unless such disclosure is required by law or reasonably related to the matter under investigation.

I, \_\_\_\_\_, by my signature below, affirm that I have been advised of MY RIGHTS and have had any questions I had explained to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessing Employee

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Date

# City of White House Employee Performance Appraisal

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_ Job Title: \_\_\_\_\_

Appraisal Type:      Six Month       Annual       Other

Rating Key:              Meets Expectations= M/E              Does Not Meet Expectation= DNM/E

### Job Performance, Knowledge and Skills:

- |   |                              |                                |
|---|------------------------------|--------------------------------|
| 1. Understands and applies job related knowledge and skills.    | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Updates skills through education and training.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Adapts to changes in the job, work methods and surroundings. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Maintains reliable attendance.                               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Complies with safety and health policy and procedures.       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Work is completed in a timely manner.                        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

### Communication & Interpersonal Skills:

- |  |                              |                                |
|--|------------------------------|--------------------------------|
| 1. Consistently communicates job-related information.              | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 2. Communicates effectively with co-workers and the public.        | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 3. Oral and written communication is clear, accurate and complete. | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 4. Develops and maintains effective working relationships.         | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 5. Demonstrates loyalty and professionalism.                       | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |
| 6. Provides effective Customer Service to customers.               | M/E <input type="checkbox"/> | DNM/E <input type="checkbox"/> |

Overall Appraisal Rating:              M/E               DNM/E

Comments:

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**Employee Status:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Annual Performance Appraisal Meets Expectations            | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| No Disciplinary Suspension Issued During Evaluation Period | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Department Training Requirements Met                       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Worked Full 12 Month Evaluation Period                     | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

**Expected Goals and Objectives for Next Appraisal Period:**

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**Employee Comments:**

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My signature does not constitute agreement and/or acceptance of this appraisal rating yet serves as formal acknowledgement of receipt of the information presented.

Employee Signature	_____	Date _____
Appraiser Signature	_____	Date _____
Department Head Signature	_____	Date _____
Human Resources Signature	_____	Date _____
City Administrator Signature	_____	Date _____

CITY OF WHITE HOUSE  
GARRITY WARNING

At this time, I am going to question you about \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This questioning concerns administrative matters relating to the official business of the City of White House. I am not questioning you for the purpose of instituting a criminal prosecution against you. During the course of this questioning, even if you do disclose information which indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self-incriminating statements you make will be used against you in any criminal legal proceedings.

Since this is an administrative matter and any self-incriminating information you may disclose will not be used against you in a court of law, you are ~~ORDERED TO ANSWER MY QUESTIONS FULLY AND TRUTHFULLY.~~ This requirement is set forth in our Rules covering insubordination; truthfulness; and compliance with lawful orders.

If you refuse to answer my questions, or the questions of other interviewers assigned to this investigation, this in itself is a violation of City of White House Rules and you will be subject to disciplinary action up to and including dismissal.

1. Do you understand what I have just explained to you? \_\_\_\_\_ Initial if yes \_\_\_\_\_  
\_\_\_\_\_ Initial if yes \_\_\_\_\_

2. Do you have any questions about what I have just explained to you? If you do not have any questions or when your questions are answered, please initial. \_\_\_\_\_

I, \_\_\_\_\_, by my signature below, affirm that I have been advised of the GARRITY WARNING and have had its meaning explained to me.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Witnessing Employee \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

ORDINANCES....

*June 13, 2013*

# MEMORANDUM

To: Board of Mayor and Aldermen  
From: Charlotte Soporowski, Finance Director  
Cc: Jerry Herman, City Administrator  
Re: Budget Amendment - Revised

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The following budget amendment is recommended for approval. Some of the items are included due to carry over from previous year activity, incurred damage and subsequent insurance claim, and some from changes in operation during the year.

Please note that the content of this amendment has changed since first reading. Items 12-16 have been added to due actuals coming in higher than projections, and number 6 has been significantly changed due to the same. Should you have any questions related to this budget amendment, please let me know. Thanks.

ORDINANCE 13-05

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE, AMENDING THE FISCAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2013.**

WHEREAS, it has become necessary to amend the current year's annual budget

**NOW, THEREFORE, BE IT ORDAINED**, by the Board of Mayor and Aldermen that the Fiscal Budget ending June 30, 2011 is hereby amended as part of the attached exhibit.

This ordinance shall become effective upon final reading the public welfare requiring it.

First Reading:                May 16, 2013

Second Reading:            June 20, 2013

\_\_\_\_\_  
Michael Arnold, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Brewton, City Recorder

City of White House  
Budget Amendment I  
June 20, 2013

			Current Budget	Proposed Budget	Amendment
110 41800 900	General Fund - Building Maintenance	Capital Outlay	0	7,386	7,386
110 41800 200	General Fund - Building Maintenance	Contractual Services	22,000	14,614	(7,386)
	1. <i>To amend current 2012-2013 budget to recognize expense related to unplanned capital expenditure related to replacement of an HVAC unit that went out at City Hall in the concession stand, lobby area. The expense is being offset with a reduction of expenses from the contractual services line for no change in fund balance.</i>				
110 42100 900	General Fund - Police Patrol	Capital Outlay	71,000	99,304	28,304
110 36350	General Fund	Insurance Recoveries	0	(14,317)	(14,317)
110 42100 110	General Fund - Police Patrol	Salaries	588,213	574,226	(13,987)
	2. <i>To amend current 2012-2013 budget to recognize additional expense related to replacement of patrol vehicle that was totaled in an accident. The expense is being offset with a reduction in the salary line recognizing savings from attrition, and also with the insurance recovery expected from TML.</i>				
110 44800 900	General Fund - Library	Capital Outlay	13,500	23,565	10,065
110 27100	General Fund	Fund Balance	4,298,138	4,288,073	(10,065)
	3. <i>To amend current 2012-2013 budget to recognize additional expense related to the architectural design of a library that was not included in the original Capital Improvement Plan, but was subsequently approved by the board to be funded from the Library Building Fund. Amounts originally budgeted for new carpet in the existing library were diverted to this expense.</i>				
110 58803 900	General Fund -ARRA- Calista Rd. Project	Capital Outlay	0	29,028	29,028
110 33143	General Fund	ARRA Grant-Calista Rd.	0	(29,028)	(29,028)
	4. <i>To amend current 2012-2013 budget to recognize additional revenue and expense related to the ARRA - Calista Road Project that extended beyond last year's projections.</i>				
121 43100 200	State Street Aid Fund	Contractual Services	15,000	33,500	18,500
121 43100 900	State Street Aid Fund	Capital Outlay	125,000	108,561	(16,439)
121 43100 241	State Street Aid Fund	Electric	113,500	111,439	(2,061)
	5. <i>To amend current 2012-2013 budget to recognize additional expense related to repair of high mast lights at the interstate. While there is some offsetting revenue expected on this project in the form of a cost share with the State, we do not anticipate receiving the money during the current fiscal year. Due to the delay in receiving these funds the anticipated savings on other budget lines are being used to offset this unexpected cost.</i>				
123 43200 200	Sanitation Fund	Contractual Services	55,000	278,353	223,353
123 43200 110	Sanitation Fund	Salaries	196,615	138,731	(57,884)
123 43200 117	Sanitation Fund	Longevity Bonus	2,500	2,000	(500)
123 43200 130	Sanitation Fund	Employee Benefits	16,232	10,836	(5,396)

123 43200 143	Sanitation Fund	Retirement	11,669	7,894	(3,775)
123 43200 145	Sanitation Fund	Vision Benefit	1,400	500	(900)
123 43200 217	Sanitation Fund	Vehicle Tow In Services	2,000	1,000	(1,000)
123 43200 231	Sanitation Fund	Publication of Formal Not.	500	250	(250)
123 43200 237	Sanitation Fund	Advertising	300	200	(100)
123 43200 261	Sanitation Fund	Repair & Maint. Vehicles	35,000	30,000	(5,000)
123 43200 288	Sanitation Fund	Recycling Services	10,800	6,300	(4,500)
123 43200 295	Sanitation Fund	Landfill Services	100,000	95,000	(5,000)
123 43200 320	Sanitation Fund	Operating Supplies	20,000	8,000	(12,000)
123 43200 331	Sanitation Fund	Gas, Oil, Diesel Fuel, Etc.	45,000	35,000	(10,000)
123 43200 334	Sanitation Fund	Tires, Tubes, Etc.	20,000	10,000	(10,000)
123 43200 540	Sanitation Fund	Depreciation	97,923	95,874	(2,049)
123 36330	Sanitation Fund	Sale of Equipment	0	105,000	(105,000)
6. <i>To amend current 2012-2013 budget to recognize redistribution of expenses due to privatizing the sanitation contract, and offsetting revenue from sale of equipment.</i>					
140 42129 200	Police Drug Fund	Contractual Services	2,300	2,333	33
140 42129 320	Police Drug Fund	Operating Supplies	4,000	4,100	100
140 42129 900	Police Drug Fund	Capital Outlay	20,000	19,867	(133)
7. <i>To amend current 2012-2013 budget to recognize additional expense related contractual services and operating supplies in the Drug Fund, which are offset by a savings on the vehicle purchase.</i>					
412 52117 900	Wastewater - Administration	Capital Outlay	0	38,000	38,000
412 52210 902	Wastewater - Collections	Capital Outlay Vehicles	0	50,802	50,802
412 52210 906	Wastewater - Collections	Capital Outlay - Meadowlark	0	29,578	29,578
412 52210 900	Wastewater - Collections	Capital Outlay	5,030,000	4,911,620	(118,380)
8. <i>To amend current 2012-2013 budget to recognize redistribution of capital projects between different wastewater departments to meet emerging needs. Additional projects included Geo Jobe, vehicle purchase, and Meadowlark Station as approved by board.</i>					
412 52213 142	Wastewater - Treatment	Hospital and Health Ins.	16,881	33,371	16,490
412 52213 110	Wastewater - Treatment	Salaries	68,744	52,254	(16,490)
9. <i>To amend current 2012-2013 budget to recognize additional expense related to Health insurance coverage of employees offset by attrition savings in the salary line.</i>					
412 52213 262	Wastewater - Treatment	Repair & Maint. Mach.	27,000	38,000	11,000
412 36350	Wastewater	Insurance Recovery	0	11,000	11,000
10. <i>To amend current 2012-2013 budget to recognize additional expense on repair of aeration equipment</i>					

at the treatment plant, and offsetting revenue that resulted from an insurance claim.

110 44740 900	General Fund - Parks Maintenance	Capital Outlay	188,500	254,621	66,121
110 41670 900	General Fund - Engineering	Capital Outlay	1,433,000	1,366,879	(66,121)
11. <i>To amend current 2012-2013 budget to recognize additional unplanned expense on the addition of the restroom at the park. Offsetting savings is being recognized from various engineering projects in order to make up this difference.</i>					
110 42120 142	General Fund - Police Support Services	Hospital and Health Ins.	28,486	39,102	10,616
110 42100 142	General Fund - Police Patrol	Hospital and Health Ins.	112,974	102,358	(10,616)
12. <i>To amend current 2012-2013 budget to recognize additional expense related to health insurance in the Police Support Services department, offset by savings on the same line in the Patrol department resulting from change in employee census, and coverage levels.</i>					
110 43000 262	General Fund - Public Works	Repair & Maint. Other Mach.	3,000	20,889	17,889
110 43000 320	General Fund - Public Works	Operating Supplies	75,000	57,111	(17,889)
13. <i>To amend current 2012-2013 budget to recognize additional expense related to repair of backhoe that was unplanned, and offset with savings in the operating supplies line.</i>					
110 44700 200	General Fund - Parks	Contractual Services	27,000	38,000	11,000
110 34740	General Fund	Parks and Rec League Fees	54,000	65,000	(11,000)
14. <i>To amend current 2012-2013 budget to recognize additional expense and revenue related to the addition of the 5-8th grade basketball league.</i>					
200 49000 200	Debt Service Fund	Contractual Services	1,170	1,327	157
200 27100	Debt Service Fund	Fund Balance	10,011	9,854	(157)
15. <i>To amend current 2012-2013 budget to recognize additional expense related to an increase in administrative fees related to current bonds, and the offsetting reduction of fund balance.</i>					
412 52210 265	Wastewater Fund - Collection	Repair and Maint. Grounds	6,500	18,881	12,381
412 52210 262	Wastewater Fund - Collection	Repair and Maint. Machin.	150,000	137,619	(12,381)
16. <i>To amend current 2012-2013 budget to recognize additional expense related to the contracting of mowing at the pump stations, as well as offsetting savings that has been recognized on an unrelated line.</i>					

*May 9, 2013*

## **MEMORANDUM**

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** Charlotte Soporowski, Finance Director  
**Re:** Ordinance Adopting Annual Budget and Intent to Exceed Certified Tax Rates

---

The detail for this Ordinance was presented at the budget study session on May 2nd. The only change from the detail that was presented to you is the directed addition of \$466,744 of revenue resulting from the intent to exceed the certified property tax rate by \$0.20 in both Robertson and Sumner Counties. The budget achieves all proposed capital projects and uses \$924,666 in fund balance. The remaining fund balance is 32% of Operating Revenues, which exceeds our budget policy of 20%.

The final budget document will be distributed after the second reading and passage of this ordinance. The final document will also include the detail Capital Improvement Program sheets, the six year Capital Improvement Program document, as well as other personnel schedules. If you have any questions about this ordinance or the budget details please feel free to call me.

**ORDINANCE 13-06**

**AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE,  
ADOPTING THE ANNUAL BUDGET (AND TAX RATE) FOR THE FISCAL YEAR BEGINNING  
JULY 1, 2013 THROUGH JUNE 30, 2014.**

- WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF WHITE HOUSE, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows:  
to be as follows:

<b>General Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Local Taxes	\$1,876,836	\$2,385,137	\$2,735,206
Intergovernmental Revenue	4,037,623	3,433,074	6,157,756
Charges for Services	110,951	165,953	145,200
Licenses and Permits	238,172	22,100	22,800
Fines and Forfeitures	163,531	157,626	159,500
Bonds Issued	0	0	3,000,000
Interfund Charges	91,342	223,209	93,209
Miscellaneous Revenue	106,554	51,784	19,700
<b>Total Revenue</b>	<b>\$6,625,009</b>	<b>\$6,438,883</b>	<b>\$12,333,371</b>
Fund Balance	\$4,611,407	\$5,118,409	4,745,522
<b>Total Available Funds</b>	<b>\$11,236,416</b>	<b>\$11,557,292</b>	<b>\$17,078,893</b>

<b>Debt Service Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Local Taxes	\$ 569,027	\$ 648,101	\$ 800,000
Miscellaneous Revenue	\$ 149	\$ 217	\$ 300
<b>Total Revenue</b>	<b>\$ 569,176</b>	<b>\$ 648,318</b>	<b>\$ 800,300</b>
Fund Balance	\$ 58,754	\$ 68,015	\$ 38,660
<b>Total Available Funds</b>	<b>\$ 627,930</b>	<b>\$ 716,333</b>	<b>\$ 838,960</b>

<b>State Street Aid Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Intergovernmental Revenue	\$ 265,857	\$ 263,103	\$ 265,707
Miscellaneous Revenue	\$ 26	\$ 33	\$ 60
<b>Total Revenue</b>	<b>\$ 265,883</b>	<b>\$ 263,136</b>	<b>\$ 265,767</b>
Fund Balance	\$ 60,757	\$ 77,472	\$ 84,108
<b>Total Available Funds</b>	<b>\$ 326,640</b>	<b>\$ 340,608</b>	<b>\$ 349,875</b>

<b>Drug Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Court Fines and Costs	\$ 12,715	\$ 10,808	\$ 11,300
Miscellaneous	\$ 1,800	\$ 698	\$ 980
<b>Total Revenue</b>	<b>\$ 14,515</b>	<b>\$ 11,506</b>	<b>\$ 12,280</b>
Fund Balance	\$ 46,092	\$ 50,736	\$ 36,003
<b>Total Available Funds</b>	<b>\$ 60,607</b>	<b>\$ 62,242</b>	<b>\$ 48,283</b>

<b>Hillcrest Cemetery Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Charges for Services	\$ 38,422	\$ 21,100	\$ 25,575
Miscellaneous	\$ 286	\$ 255	\$ 300
<b>Total Revenue</b>	<b>\$ 38,708</b>	<b>\$ 21,355</b>	<b>\$ 25,875</b>
Fund Balance	\$ 153,182	\$ 177,087	\$ 157,974
<b>Total Available Funds</b>	<b>\$ 191,890</b>	<b>\$ 198,442</b>	<b>\$ 183,849</b>

Healthcare Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Revenue from Other Funds	\$ 746,272	\$ 41,638	\$ 30,285
Miscellaneous	\$ 347	\$ 1,296	\$ 320
Total Revenue	\$ 746,619	\$ 42,934	\$ 30,605
Fund Balance	\$ 151,855	\$ 237,315	\$ 221,840
Total Available Funds	\$ 898,474	\$ 280,249	\$ 252,445

Impact Fee Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Impact Fees	\$ 58,659	\$ 7,728	\$ 7,730
Miscellaneous	\$ 431	\$ 410	\$ 500
Total Revenue	\$ 59,090	\$ 8,138	\$ 8,230
Fund Balance	\$ 342,270	\$ 262,734	\$ 193,251
Total Available Funds	\$ 401,360	\$ 270,872	\$ 201,481

Industrial Development Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Intergovernmental Revenue	\$ 40,109	\$ 43,000	\$ 43,000
Miscellaneous	\$ 77	\$ 41	\$ 80
Total Revenue	\$ 40,186	\$ 43,041	\$ 43,080
Fund Balance	\$ 55,398	\$ 47,724	\$ 41,265
Total Available Funds	\$ 95,584	\$ 90,765	\$ 84,345

Park Sales Tax Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Local Taxes	\$ 81,385	\$ 79,000	\$ 79,000
Miscellaneous	\$ 20,893	\$ 20,807	\$ 400
Total Revenue	\$ 102,278	\$ 99,807	\$ 79,400
Fund Balance	\$ 292,539	\$ 206,130	\$ 163,686
Total Available Funds	\$ 394,817	\$ 305,937	\$ 243,086

Sanitation Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Charges for Services	\$ 715,600	\$ 802,864	\$ 697,850
Total Revenue	\$ 715,600	\$ 802,864	\$ 697,850
Fund Balance	\$ 515,953	\$ 576,824	\$ 597,446
Total Available Funds	\$ 1,231,553	\$ 1,379,688	\$ 1,295,296

Wastewater Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Cash Receipts	\$ 2,532,344	\$ 2,633,969	\$ 2,972,200
Loan Proceeds	\$ 526,332	\$ 730,669	\$ 6,505,000
Total Cash Inflows	\$ 3,058,676	\$ 3,364,638	\$ 9,477,200
Beg Cash Balance	\$ 1,132,228	\$ 1,124,318	\$ 1,394,388
Available Cash	\$ 4,190,904	\$ 4,488,956	\$ 10,871,588

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
General Government	\$ 1,057,812	\$ 1,167,126	\$ 1,209,468
City Court	\$ 76,148	\$ 75,866	\$ 77,537
Public Safety	\$ 2,558,818	\$ 2,722,990	\$ 3,039,125
Public Works	\$ 222,189	\$ 347,447	\$ 352,093
Library and Museum	\$ 193,393	\$ 191,428	\$ 233,458
Parks and Recreation	\$ 566,264	\$ 668,830	\$ 749,807
Planning and Zoning	\$ 248,182	\$ 243,698	\$ 258,486
Capital Outlay	\$ 1,195,201	\$ 1,394,385	\$ 7,338,064
Total Appropriations	\$ 6,118,007	\$ 6,811,770	\$ 13,258,038

State Street Aid Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Streets	\$ 124,168	\$ 147,500	\$ 138,000
Capital Outlay	\$ 125,000	\$ 109,000	\$ 125,000
Total Appropriations	\$ 249,168	\$ 256,500	\$ 263,000

Drug Fund	FY 2012 Actual	FY 2013 Estimated	FY 2014 Proposed
Police	\$ 9,871	\$ 6,433	\$ 6,933
Capital Outlay	\$ -	\$ 19,806	\$ 9,000
Total Appropriations	\$ 9,871	\$ 26,239	\$ 15,933

<b>Debt Service Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Debt Service	\$ 558,808	\$ 676,552	\$ 812,375
Miscellaneous	\$ 1,107	\$ 1,122	\$ 1,170
<b>Total Appropriations</b>	<b>\$ 559,915</b>	<b>\$ 677,674</b>	<b>\$ 813,545</b>

<b>Hillcrest Cemetery Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Cemetery and Maintenance	\$ 14,803	\$ 20,468	\$ 25,857
Capital Outlay	\$ -	\$ 20,000	\$ 15,000
<b>Total Appropriations</b>	<b>\$ 14,803</b>	<b>\$ 40,468</b>	<b>\$ 40,857</b>

<b>Healthcare Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Premiums Paid	\$ 160,337	\$ 8,235	\$ 8,235
Medical Claims Paid	\$ 500,822	\$ 50,174	\$ 55,000
<b>Total Appropriations</b>	<b>\$ 661,159</b>	<b>\$ 58,409</b>	<b>\$ 63,235</b>

<b>Impact Fee Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Roads	\$ 13	\$ 14	\$ 60
Parks	\$ -	\$ -	\$ -
Fire	\$ 57	\$ 62	\$ 70
Police	\$ 187	\$ -	\$ -
Capital Outlay	\$ 4,080	\$ 30,000	\$ 141,227
Debt Service	\$ 134,289	\$ 47,545	\$ 7,650
<b>Total Appropriations</b>	<b>\$ 138,626</b>	<b>\$ 77,621</b>	<b>\$ 149,007</b>

<b>Industrial Development Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Industrial Development	\$ 47,860	\$ 49,500	\$ 50,490
<b>Total Appropriations</b>	<b>\$ 47,860</b>	<b>\$ 49,500</b>	<b>\$ 50,490</b>

<b>Park Sales Tax Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Parks	\$ 364	\$ 367	\$ 600
Capital Outlay	\$ 54,439	\$ 10,000	\$ -
Debt Service	\$ 133,884	\$ 131,884	\$ 129,884
<b>Total Appropriations</b>	<b>\$ 188,687</b>	<b>\$ 142,251</b>	<b>\$ 130,484</b>

<b>Sanitation Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Sanitation	\$ 549,850	\$ 630,258	\$ 685,183
Capital Outlay	\$ -	\$ 50,000	\$ 56,250
Debt Service	\$ 104,879	\$ 101,983	\$ 54,083
<b>Total Appropriations</b>	<b>\$ 654,729</b>	<b>\$ 782,241</b>	<b>\$ 795,516</b>

<b>Wastewater Fund</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Estimated</b>	<b>FY 2014 Proposed</b>
Wastewater	\$ 2,179,161	\$ 2,487,503	\$ 2,627,974
Capital Outlay	\$ 630,407	\$ 894,471	\$ 7,600,000
Debt Service	\$ 679,119	\$ 365,331	\$ 709,620
<b>Total Appropriations</b>	<b>\$ 3,488,687</b>	<b>\$ 3,747,305</b>	<b>\$ 10,937,594</b>

SECTION 3. At the end of the current fiscal year the governing body estimates balances/deficits as follows:

General Fund	\$ 4,745,522
State Street Aid Fund	\$ 84,108
Drug Fund	\$ 36,003
Debt Service Fund	\$ 38,660
Hillcrest Cemetery Fund	\$ 157,974
Healthcare Fund	\$ 221,840
Impact Fee Fund	\$ 193,251
Industrial Development Fund	\$ 41,265
Park Sales Tax Fund	\$ 163,686
Sanitation Fund	\$ 597,446
Wastewater Fund	\$ 1,394,388

SECTION 4. That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Debt Redemption	Interest Requirements	Debt Authorized and Unissued	Condition of Sinking Fund
Bonds	\$ 895,000	\$ 267,660	\$ -	\$ -
Notes	\$ 6,089	\$ -	\$ -	\$ -
Capital Leases	\$ -	\$ -	\$ -	\$ -
Other Debt	\$ 243,310	\$ 63,770	\$ 3,675,291	\$ -

SECTION 5. During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Projects	Proposed Amount Financed by Appropriations	Proposed Amount Financed by Debt
RTP - Walking Trail (Grant)	\$ 110,000	\$ -
Bathroom Expansion at City Park	\$ 50,000	\$ -
Hwy 31 Restriping/Sidewalk (Grant)	\$ 424,000	\$ -
SR 76 Sidewalk Project (Grant)	\$ 978,000	\$ -
Tyree Springs/South Palmers Intersect(Grant)	\$ 400,000	\$ -
GIS Installation City Wide	\$ 17,000	\$ -
Safe Routes to Schools Project (Grant)	\$ 275,000	\$ -
Fire Prevention Education Trailer (Grant)	\$ 84,541	\$ -
1750 GPM Pumper (Grant)	\$ 475,000	\$ -
Two (2) Police Patrol Vehicles	\$ 71,000	\$ -
Ladies Restroom Rehabilitation at City Hall	\$ 52,000	\$ -
Main Server Replacement	\$ 25,000	\$ -
Street Resurfacing and Repairs	\$ 275,000	\$ -
Gym Rehabilitation	\$ 250,000	\$ -
Copier for City Hall	\$ 15,000	\$ -
HVAC Unit Replacement at City Hall	\$ 15,000	\$ -
Zero Turn Mower for PW and WW	\$ 9,000	\$ -
Property Tax Software Upgrade	\$ 7,000	\$ -
HVAC Unit for Soccer Pavilion	\$ 10,000	\$ -
Cab Over Tractor with Bushog and Mower	\$ 50,000	\$ -
Street Sweeper	\$ 140,000	\$ -
Vehicle for Finance Department	\$ 25,000	\$ -
Renovate Fire Station #1	\$ 200,000	\$ -
Facility Upgrade for Public Works	\$ 175,000	\$ -
Half Ton 4x4 for Public Works Supervisor	\$ 25,000	\$ -
Micro Surface Police Department Parking Lot	\$ 20,000	\$ -
Micro Surface for Cemetery Drive	\$ 15,000	\$ -
Copier for Police Department	\$ 9,000	\$ -
Hobbs/Dawn Court Conversion from Vacuum	\$ -	\$ 4,500,000
Wastewater Treatment Plant Headworks Impv.	\$ -	\$ 1,930,000
Sewer Rehab Project	\$ -	\$ 75,000
Meadowlark Lift Station Replacement	\$ 250,000	\$ -
One Major Lift Station (Sage)	\$ 360,000	\$ -
Two Lift Stations	\$ 40,000	\$ -
Vapex Unit - Wilkinson Ln. Lift Station	\$ 65,000	\$ -
Air Vac Station Tank/Piping Sealing/Coating	\$ 40,000	\$ -
Wilkinson Lane Lift Station Sealing/Coating	\$ 20,000	\$ -
Sewer System Model	\$ 50,000	\$ -
3/4 Ton Extended Cab with Utility Bed	\$ 32,000	\$ -
3/4 Ton Extended Cab for Superintendent	\$ 22,000	\$ -
Backhoe Clam Bucket	\$ 8,000	\$ -
Mini Excavator	\$ 70,000	\$ -
EASI Electrical Reduction Module	\$ 21,000	\$ -
New Library Building	\$ 600,000	\$ 3,000,000

- SECTION 6. No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual **emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the Tennessee Code Annotated.**
- SECTION 7. Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Section 6-56-209 of the Tennessee Code Annotated. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.
- SECTION 8. A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, Tennessee Code Annotated will be attached.
- SECTION 9. If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with the Section 6-56-210, Tennessee Code Annotated provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of the Division Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.
- SECTION 10. There is hereby levied a property tax \$0.20 in excess of the certified tax rate as determined by the State Board of Equalization on all real and personal property in Robertson County, and Sumner County.
- SECTION 11. All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 12. This ordinance shall take effect on July 1, 2013, the public welfare requiring it.

Passed First Reading: May 16, 2013

Passed Second and Final Reading: June 20, 2013

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Michael Arnold, Mayor

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Attest: Amanda Brewton, City Recorder

FINANCE....

May 22, 2013

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** W. Joe Moss, Public Services Director  
**Re:** Request to Surplus Damaged Garbage Containers

---

On this date May 22, 2013 I am requesting that the following be declared surplus from the Sanitation division:

**Damaged Garbage Containers:**

The department at one time put the garbage containers on the asset list. According to the City's asset listing for Sanitation, the following container quantities were placed into service as of these dates:

- |    |                            |            |
|----|----------------------------|------------|
| 1. | 1,500 Trash Carts          | 10/17/2005 |
| 2. | 100 Ninety Six Gallon Cans | 09/26/2006 |
| 3. | 100 Ninety Six Gallon Cans | 02/23/2007 |

From time to time these containers get damaged to the extent that they need to be taken out of service. Additionally, these containers are coming near the end of their expected life cycle. Therefore, we need to have the ability to remove them from service and recycle the containers.

As you're aware, the City's contract vendor for collection services is responsible for replacing the damaged containers at no charge to the City.

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-3654.

May 23, 2013

## MEMORANDUM

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** W. Joe Moss, Public Services Director  
**Re:** Request to Surplus Waste Water Equipment

---

On this date May 23, 2013 I am requesting that the following be declared surplus from the Wastewater division:

**South Palmers Lift Station:**

This lift station is a 1994 Smith & Loveless Wet Pit/Dry **UNDERGROUND** can lift station. The area surrounding this lift station was part of the recent TDEC/SRF Sewer Rehabilitation project.

City staff has completed the change-out program for the grinder pumps in the entire South Palmers system. The old pumps have been replaced with newer, more energy efficient, E-One grinder pumps, which allowed us to bypass this station completely and dump directly into the old Tyree lift station manhole. From there the wastewater is gravity fed into the new Copes Crossing lift station.

Since we still have two (2) underground can stations in the system, we will keep parts that are interchangeable and in good working condition, such as check valves, and use them as needed. The remaining metal components will be scrapped for their metal value.

Thank you for your consideration. If you have any questions regarding this matter, you may contact me at 672-3654 or 406-0177.

*June 11, 2013*

## **M E M O R A N D U M**

**To:** Board of Mayor and Aldermen  
**CC:** Gerald Herman, City Administrator  
**From:** W. Joe Moss, Public Services Director  
**Re:** Request to Award Bid – Hobbs/Dawn Court Sewer Project

---

On this date, June 11, 2013, I am requesting that the Mayor and Board of Alderman approve the bid award for the TDEC/SRF funded CG1 2012-302 - GREEN Infiltration and Inflow Correction Project.

This project is known internally as the Hobbs/Dawn Court Sanitary Sewer System Improvement Project.

McGill Associates competitively bid this project and they received five (5) bid responses. I've attached the bid tabulation and backup memos for your review and consideration.

I concur with McGill's recommendation to the BMA that John T. Hall Construction, Inc. be awarded the Hobbs/Dawn Court Sewer project with a base bid in the amount of \$1,540,519.00.

Should you have any questions regarding this contract award request, please call me at 406-0177, or Ben Simerl at (865) 712-3196.



June 11, 2013

Joe Moss  
Public Works Director  
City of White House  
105 College Street  
White House, Tennessee 37188

RE: Recommendation of Award  
Hobbs Area and Dawn Court Sanitary Sewer  
Improvements

Dear Joe:

Bids for the construction of the subject project were received in the City of White House City Hall Board Room and publicly opened on June 6, 2013. As shown below, a total of five (5) bids were received and opened for the construction project. A Certified Bid Tabulation of all bids is attached for your review. The bids can be summarized as follows:

<u>Bidder</u>	<u>Base Bid Price</u>
<b>John T. Hall Construction, Inc.</b>	<b>\$1,540,519.00</b>
<b>Norris Bros. Excavating</b>	<b>\$1,642,556.00</b>
<b>Cleary Construction, Inc.</b>	<b>\$1,745,250.00</b>
<b>Scott &amp; Ritter, Inc.</b>	<b>\$2,175,105.00</b>
<b>Morgan Contracting, Inc.</b>	<b>\$2,350,205.00</b>

The low bid for the construction project was submitted by John T. Hall Construction, Inc., from Sparta, Tennessee. McGill Associates and the City of White House have not worked with John T. Hall Construction, Inc. We have contacted their references and have found them to be a responsible and competent contractor.

Should you have any questions or need any additional information, please contact me at your convenience.

Sincerely,  
McGILL ASSOCIATES, P. A.

A handwritten signature in black ink, appearing to read "Ben R. Simerl".

Benjamin R. Simerl  
Project Manager

Enclosure  
11.02003/letters/jm11jun13.doc

E n g i n e e r i n g • P l a n n i n g • F i n a n c e

McGill Associates, P.A. • 2240 Sutherland Avenue, Suite 2, Knoxville, TN 37919

Phone: 865-540-0801 • Fax: 865-595-4999

City of White House, Tennessee

Hobbs Area and Dawn Court Sanitary Sewer Improvements

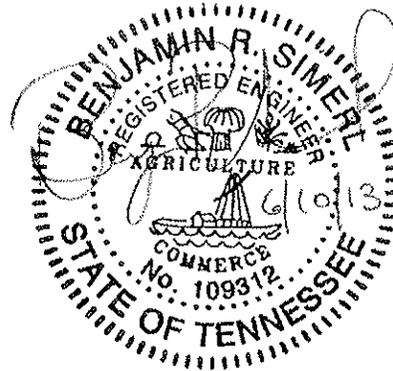
Bid Opening

June 6, 2013 at 1:30 p.m.

This is to certify that the following Sealed Bids for the above project were received, publicly opened and read aloud at City Hall, City of White House, 105 College St., White House, Tennessee 37188.



Engineering • Planning • Finance  
2240 Sutherland Avenue, Suite 2  
Knoxville, Tennessee 37919



11.02003



OTHER BUSINESS...

DISCUSSION ITEMS...

OTHER INFORMATION....

grown so much it's hard  
to believe.

Thanks again,  
Mary Alice Nashitt

I want to thank the  
nic folks who helped me  
last week when I was  
lost. They could not  
have been more helpful.  
I felt more than a little  
stupid!

My dad was for many  
years the Ford dealer  
in Springfield - Summers -  
but I had never been  
in White House before. The  
whole Nashville area has